Select Alphabetically Tutorial

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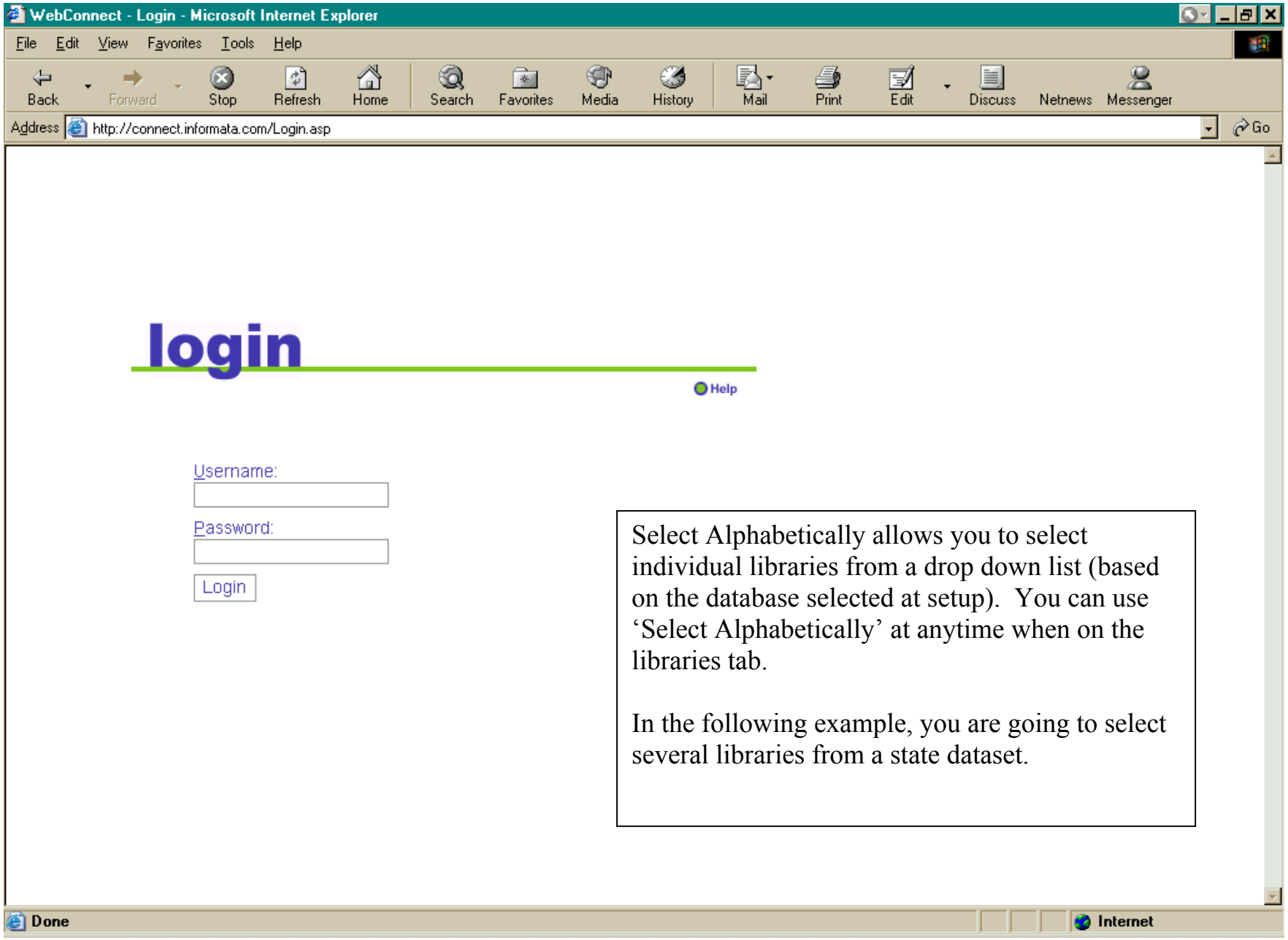
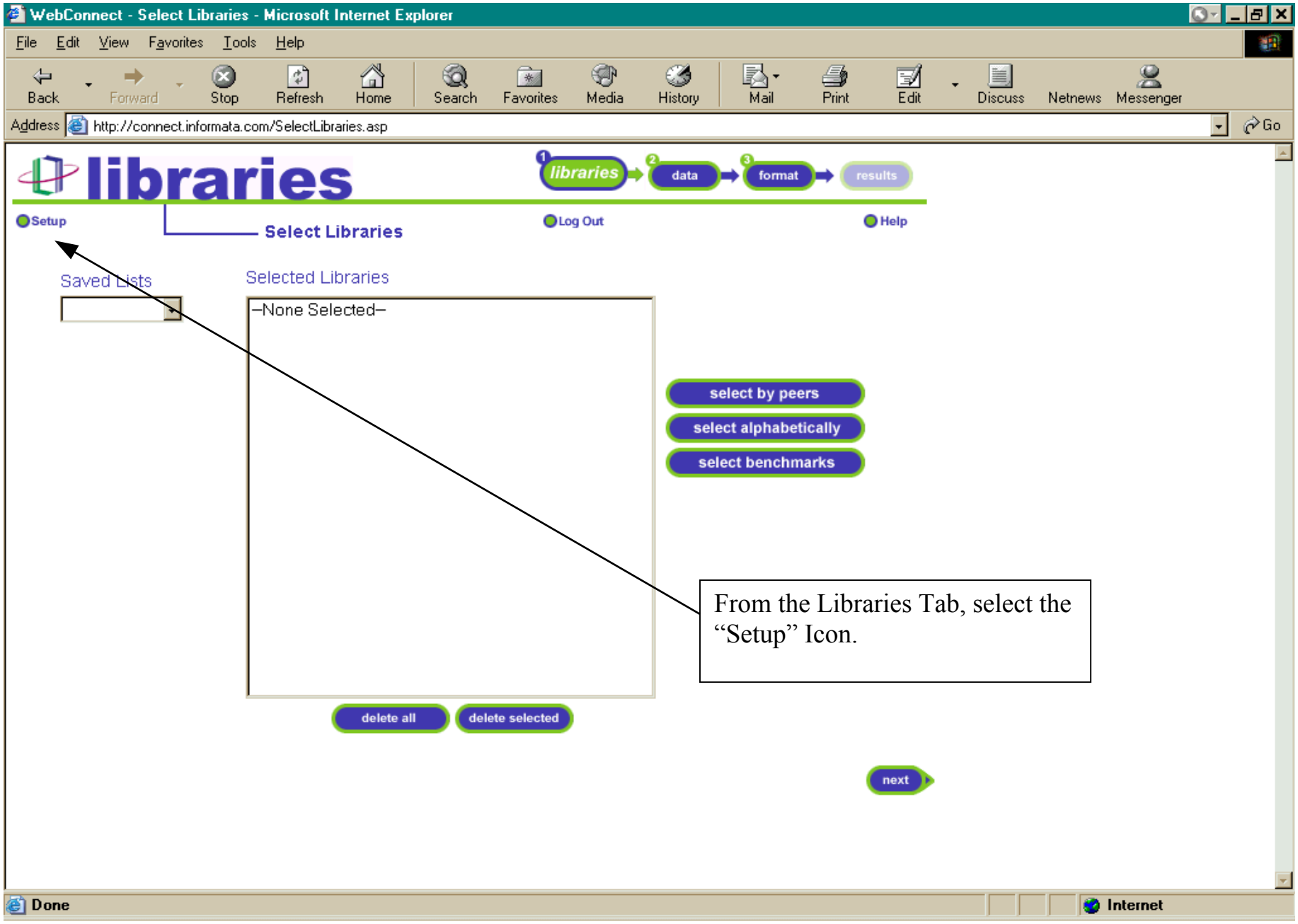


Select Alphabetically allows you to select individual libraries from a drop down list (based on the database selected at setup). You can use 'Select Alphabetically' at anytime when on the libraries tab.

In the following example, you are going to select several libraries from a state dataset.


WebConnect - Select Libraries - Microsoft Internet Explorer
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libraries
1 libraries
2 data
3 format
results
Setup
Select Libraries
Log Out
Help
Saved Lists
Selected Libraries
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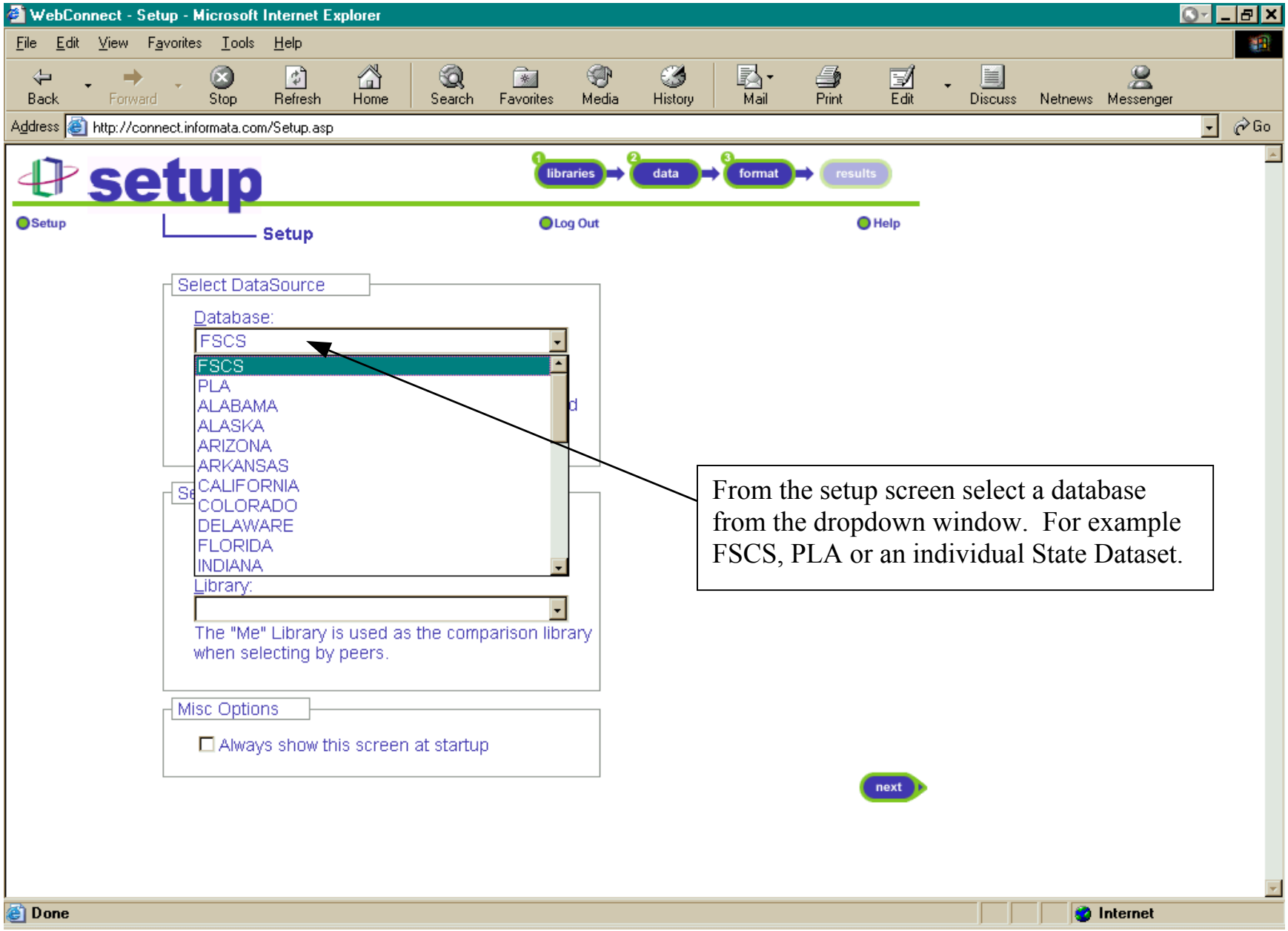
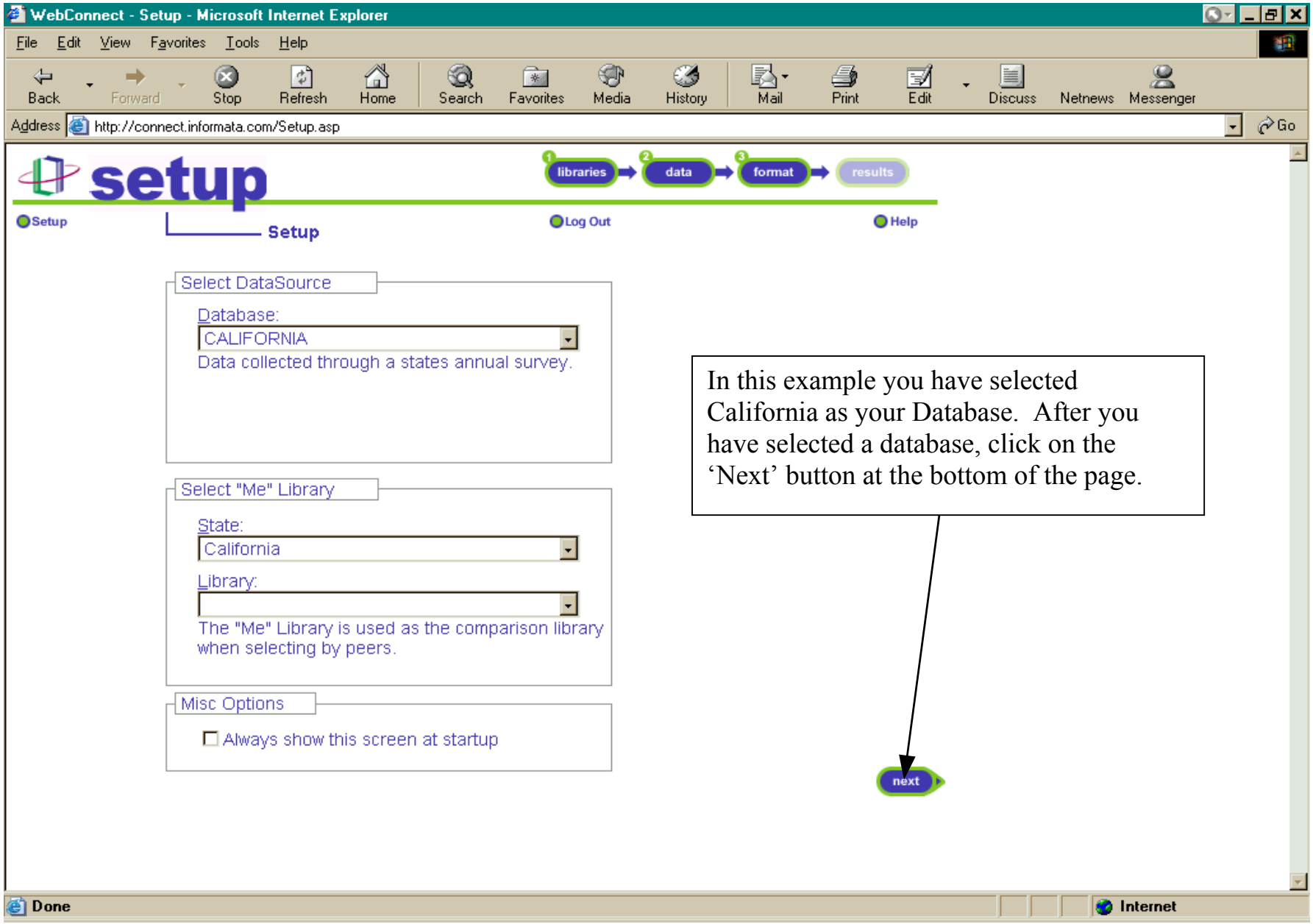
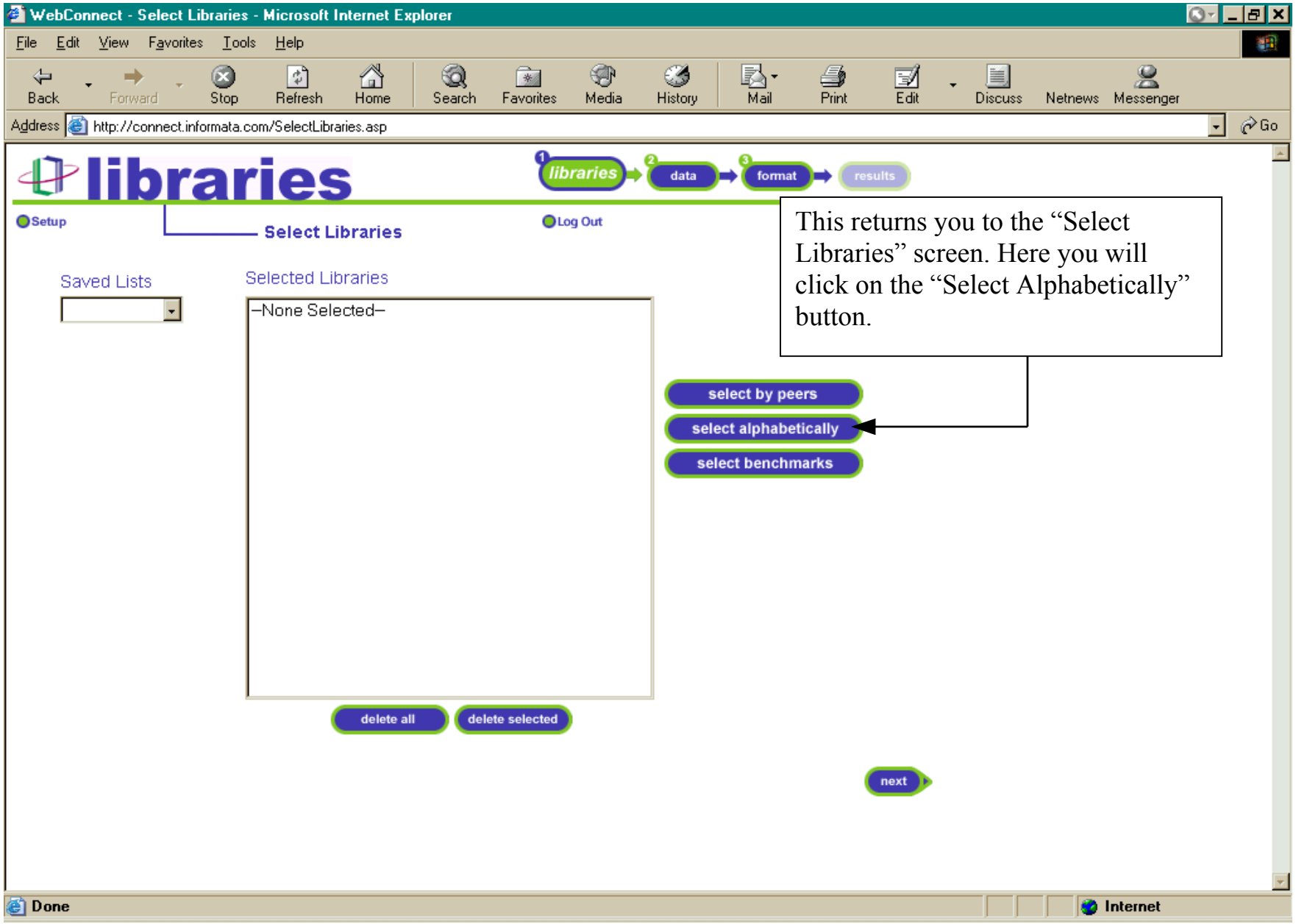
select by peers
select alphabetically
select benchmarks
delete all
delete selected
next
From the Libraries Tab, select the "Setup" Icon.
Done
Internet



From the setup screen select a database from the dropdown window. For example FSCS, PLA or an individual State Dataset.



In this example you have selected California as your Database. After you have selected a database, click on the 'Next' button at the bottom of the page.


WebConnect - Select Libraries - Microsoft Internet Explorer
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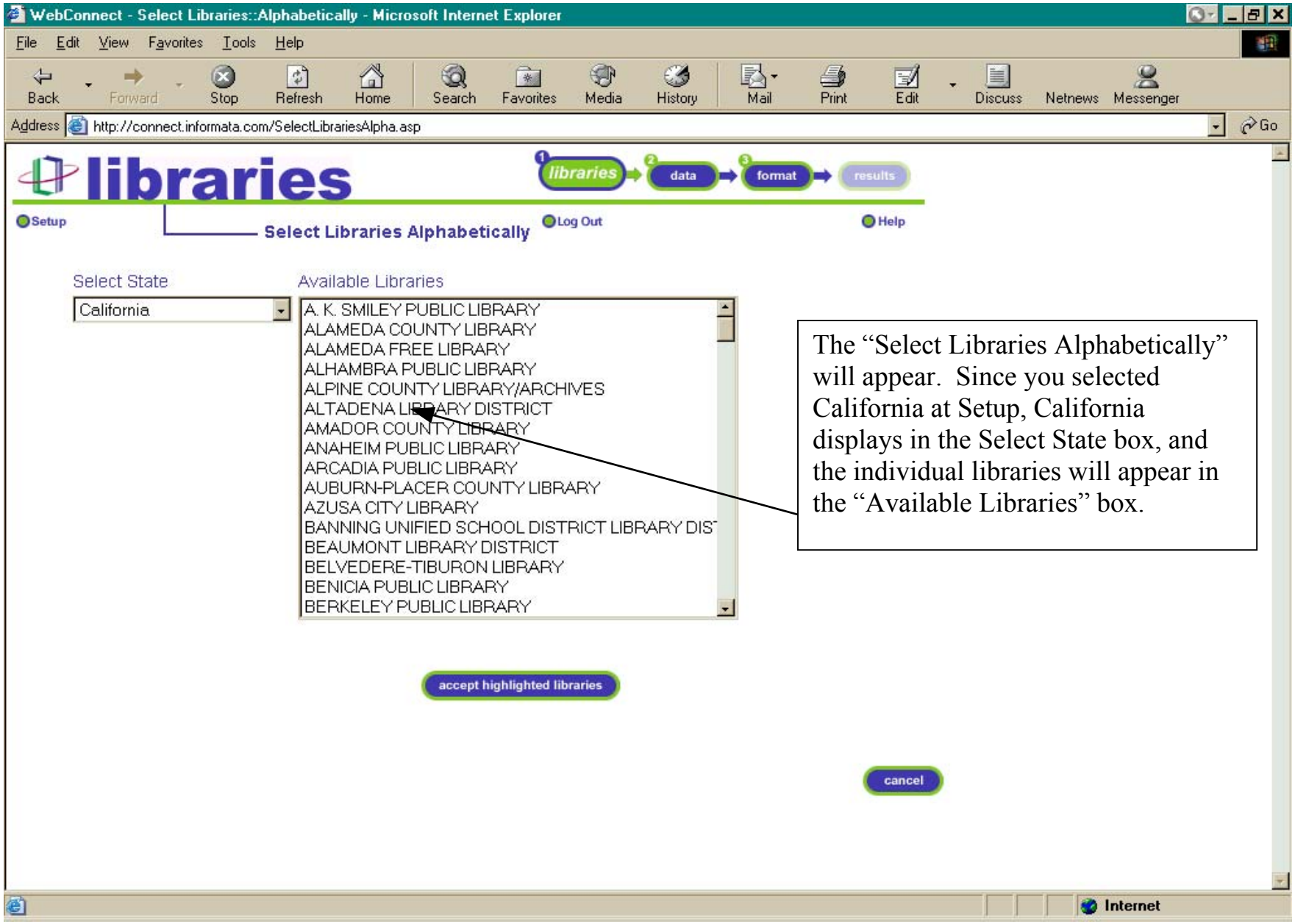
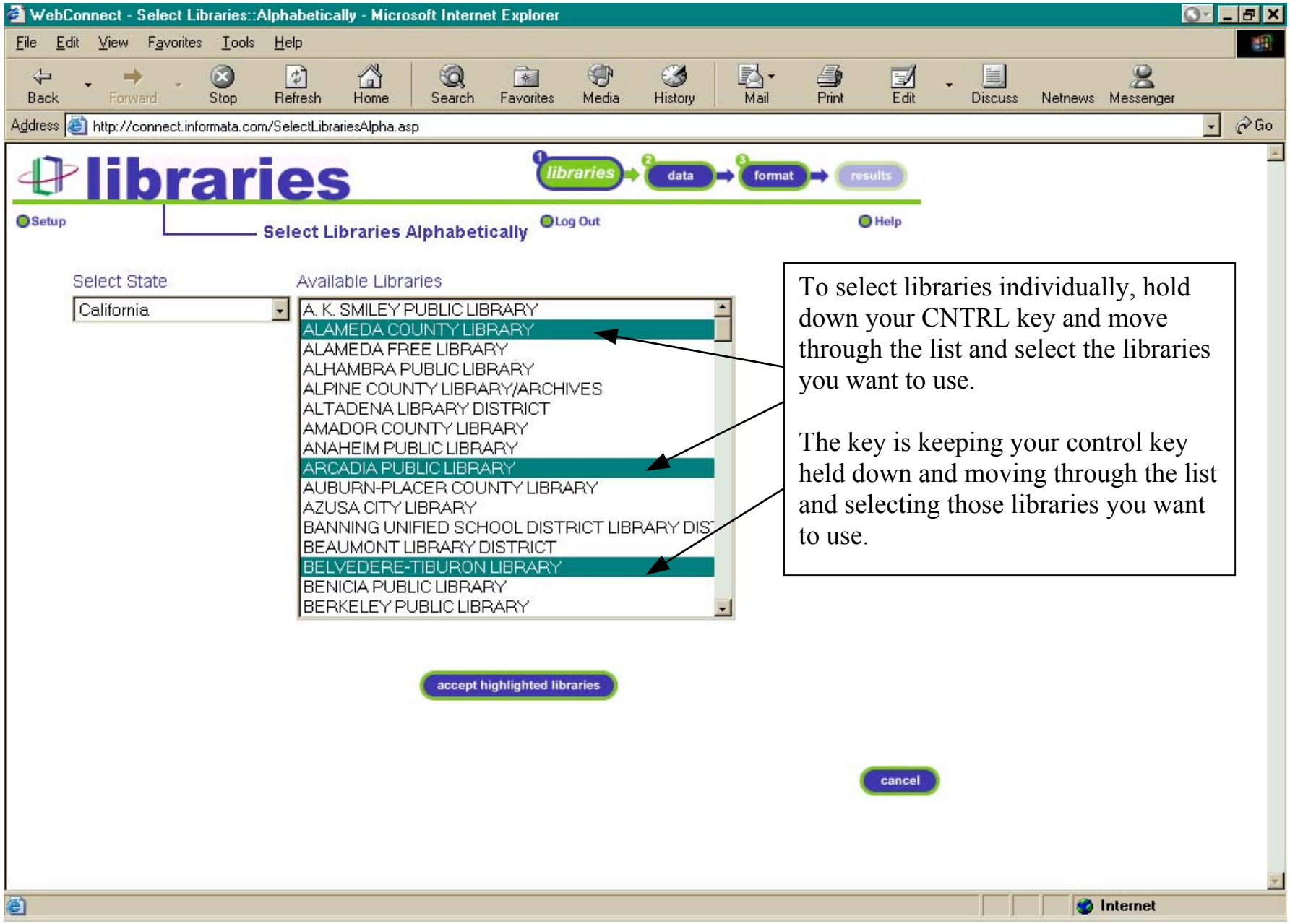
libraries
1 libraries
2 data
3 format
results
Setup
Select Libraries
Log Out
This returns you to the "Select Libraries" screen. Here you will click on the "Select Alphabetically" button.
Saved Lists
Selected Libraries
–None Selected–
select by peers
select alphabetically
select benchmarks
delete all
delete selected
next
Done
Internet

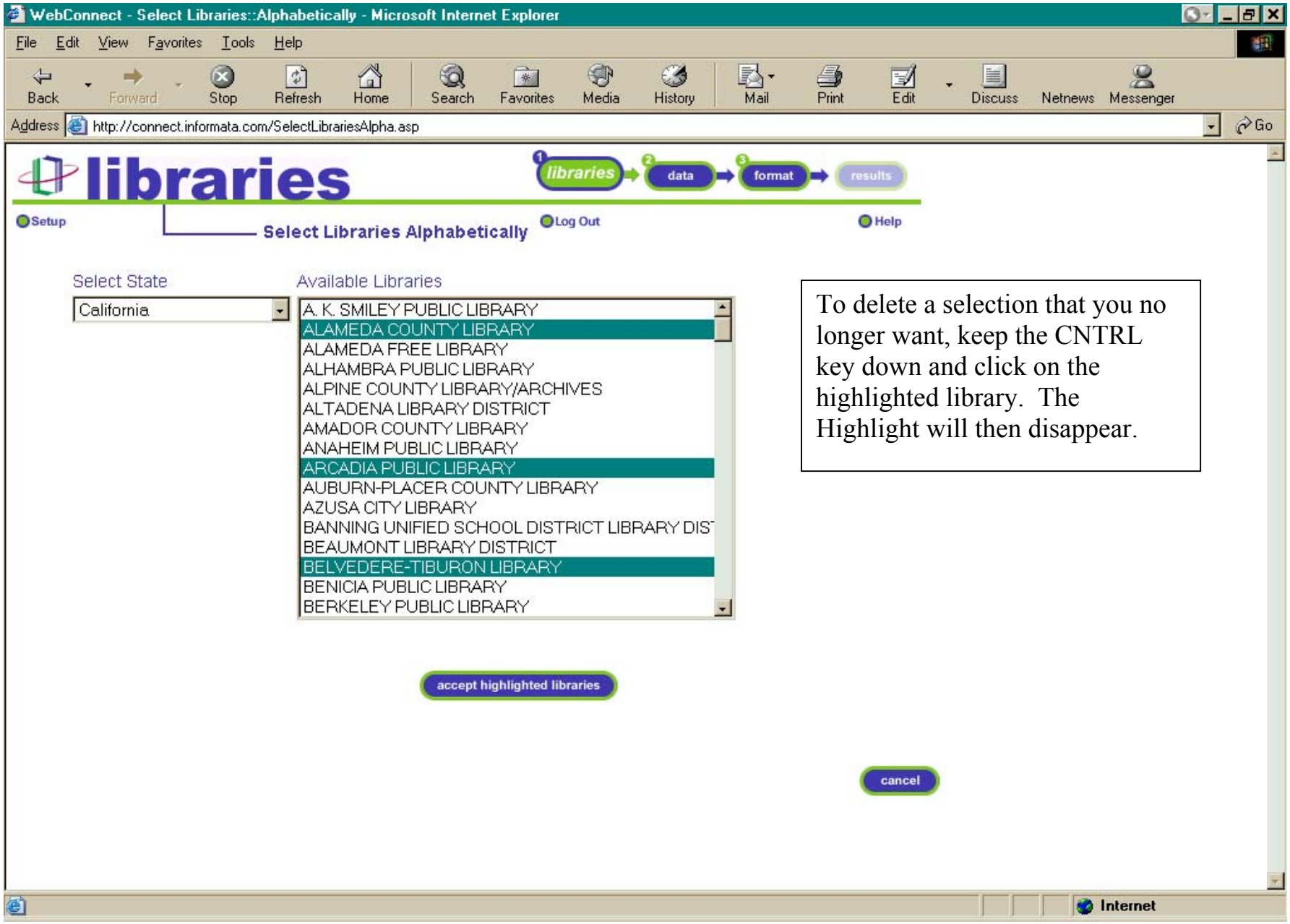


The "Select Libraries Alphabetically" will appear. Since you selected California at Setup, California displays in the Select State box, and the individual libraries will appear in the "Available Libraries" box.

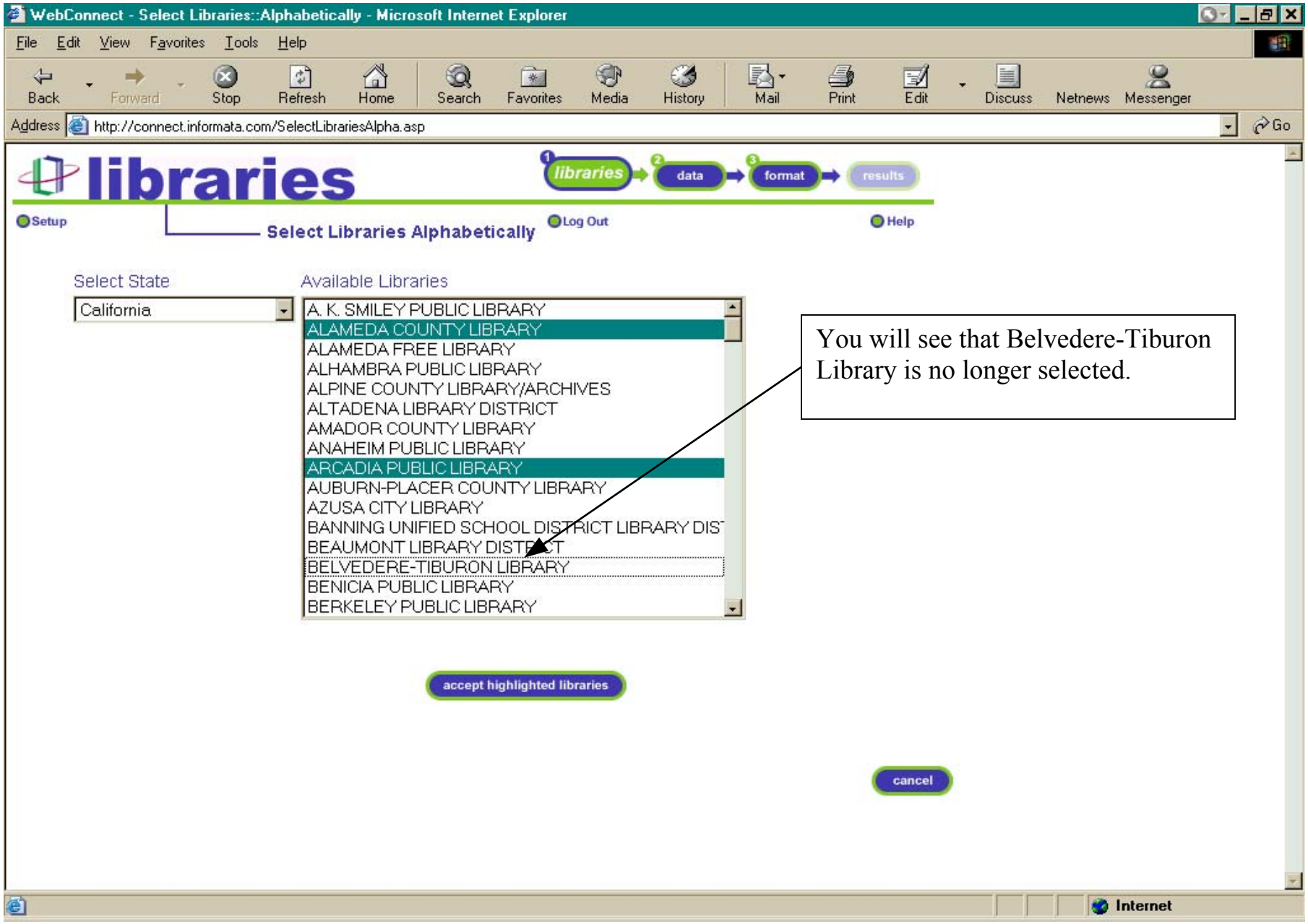


To select libraries individually, hold down your CNTRL key and move through the list and select the libraries you want to use.

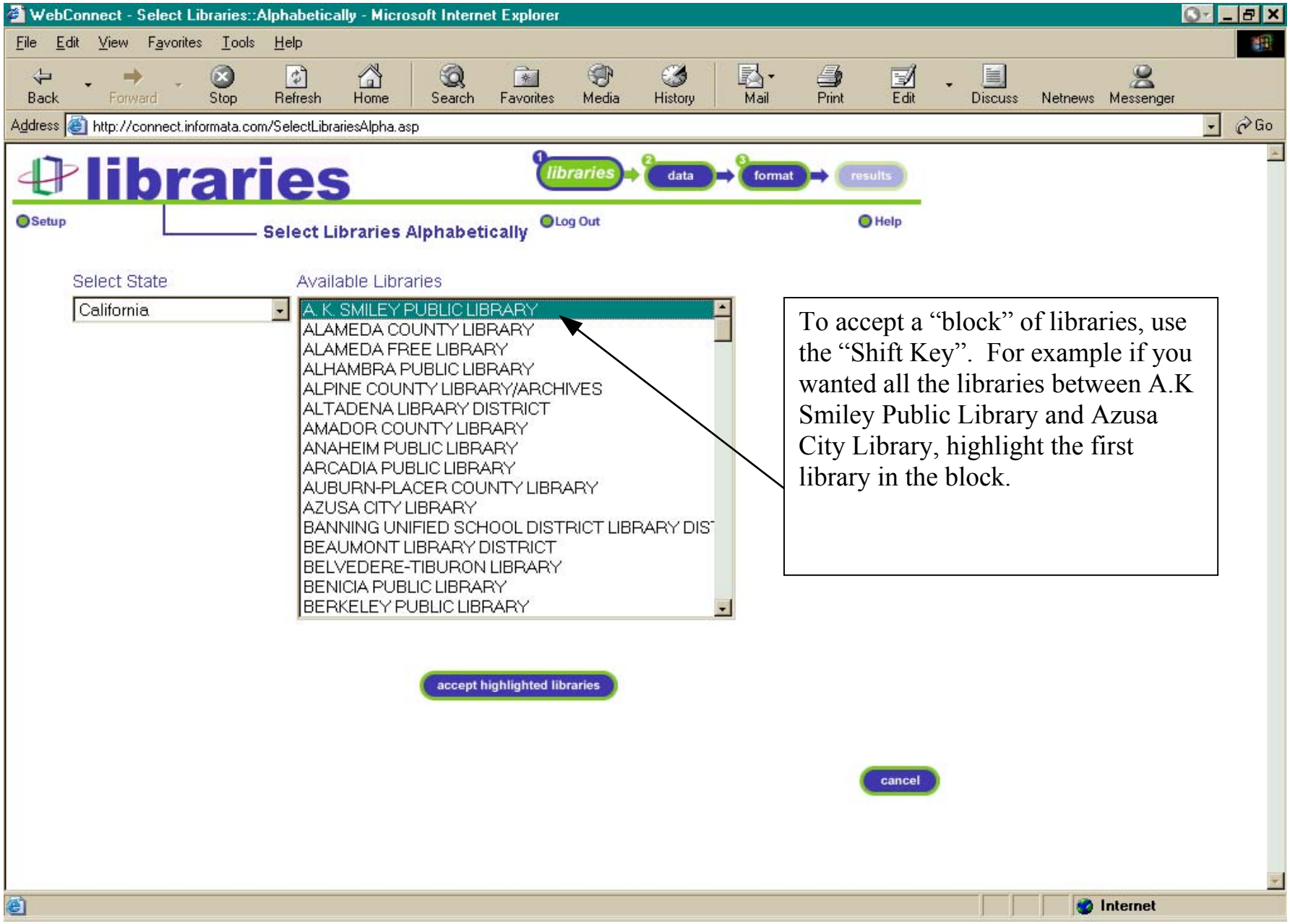
The key is keeping your control key held down and moving through the list and selecting those libraries you want to use.



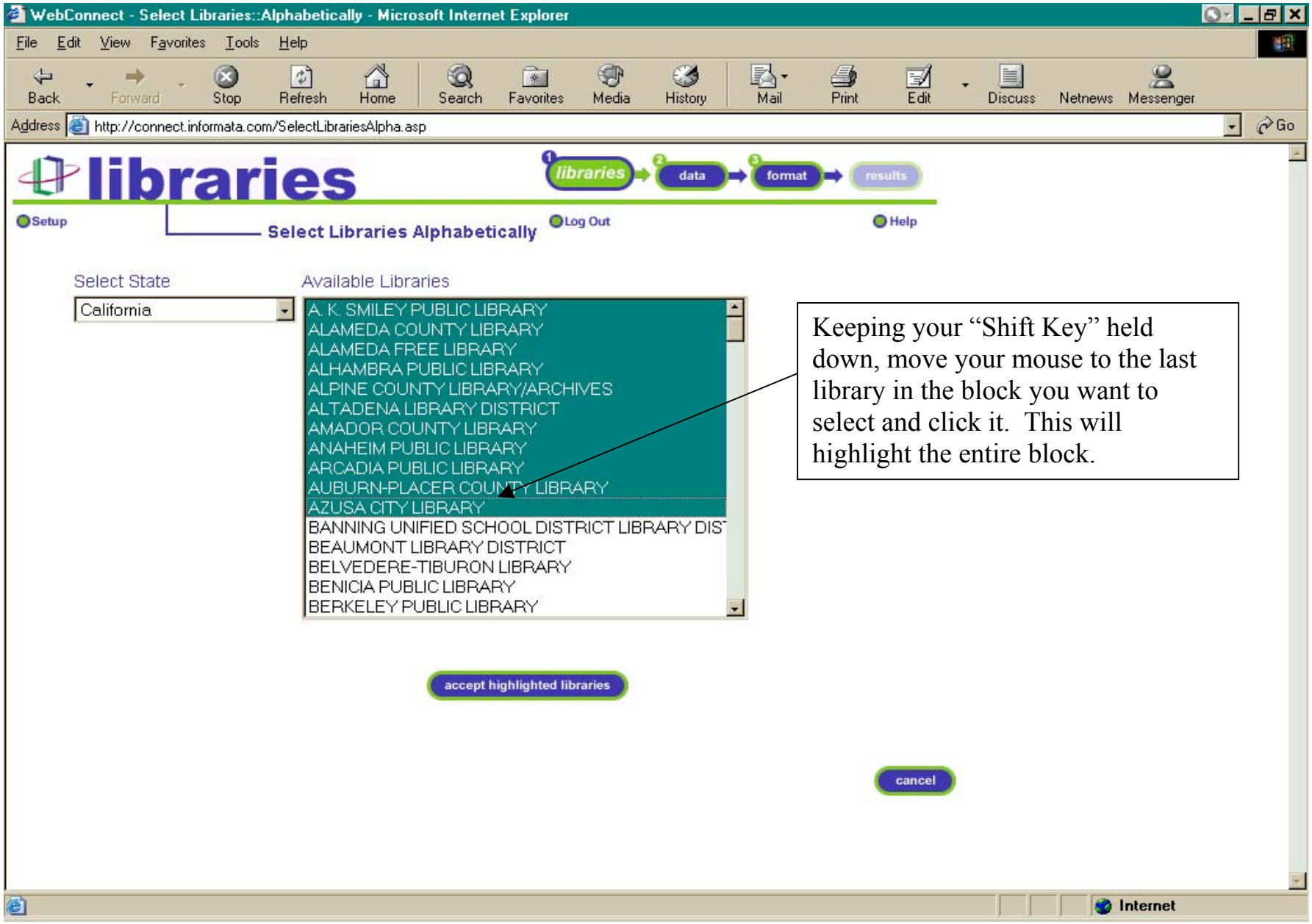
To delete a selection that you no longer want, keep the CNTRL key down and click on the highlighted library. The Highlight will then disappear.



You will see that Belvedere-Tiburon Library is no longer selected.



To accept a "block" of libraries, use the "Shift Key". For example if you wanted all the libraries between A.K Smiley Public Library and Azusa City Library, highlight the first library in the block.


WebConnect - Select Libraries::Alphabetically - Microsoft Internet Explorer
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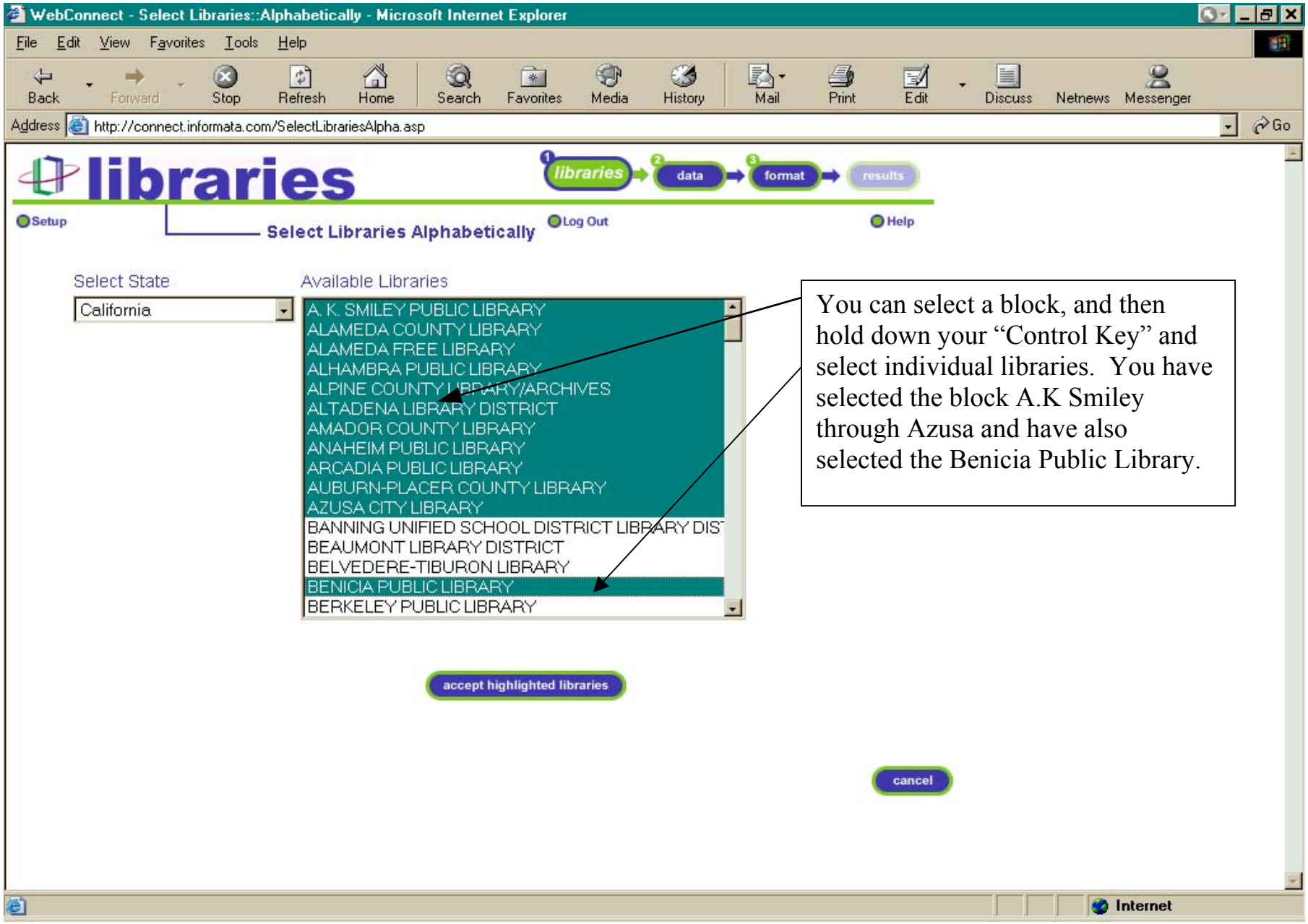
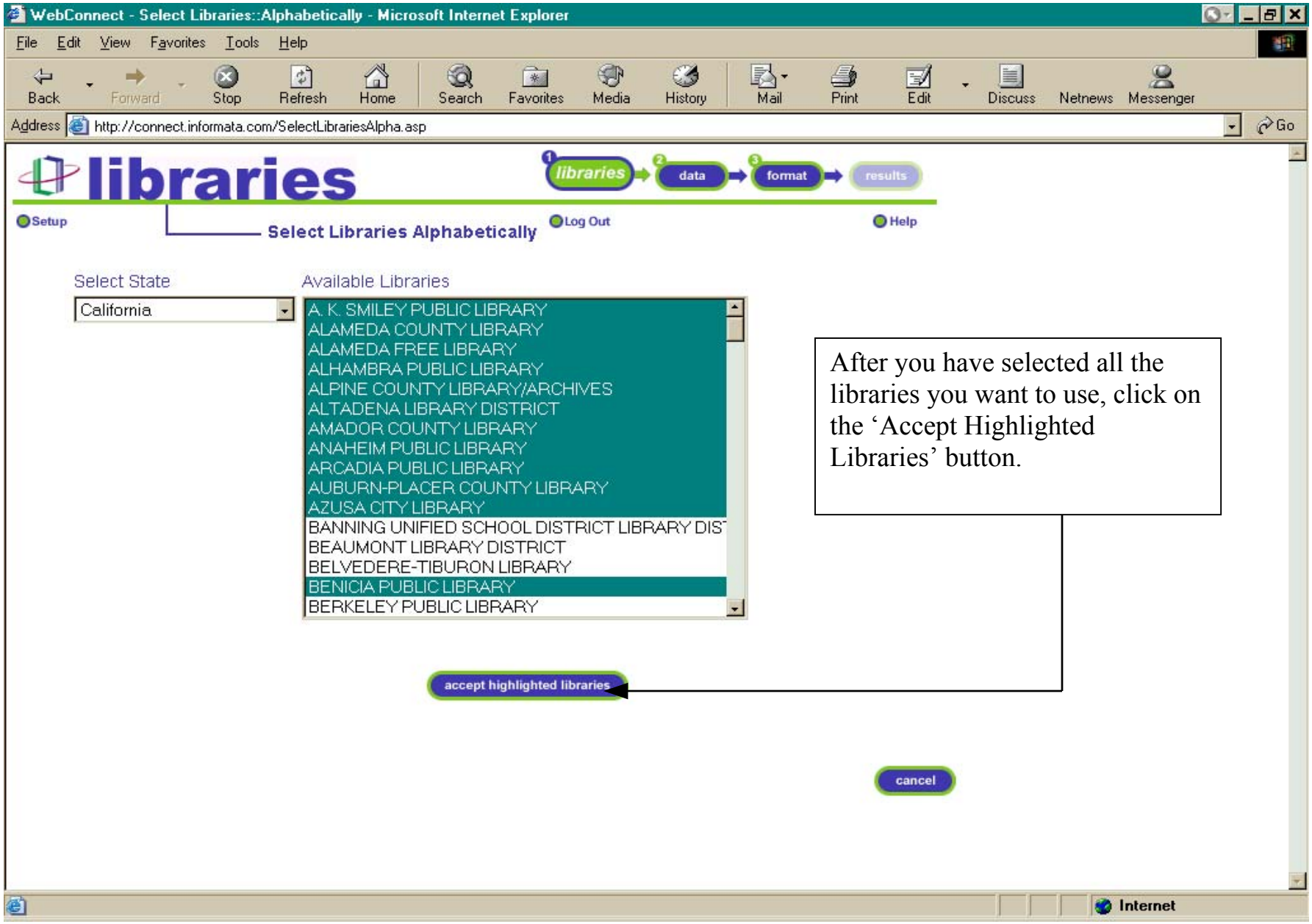
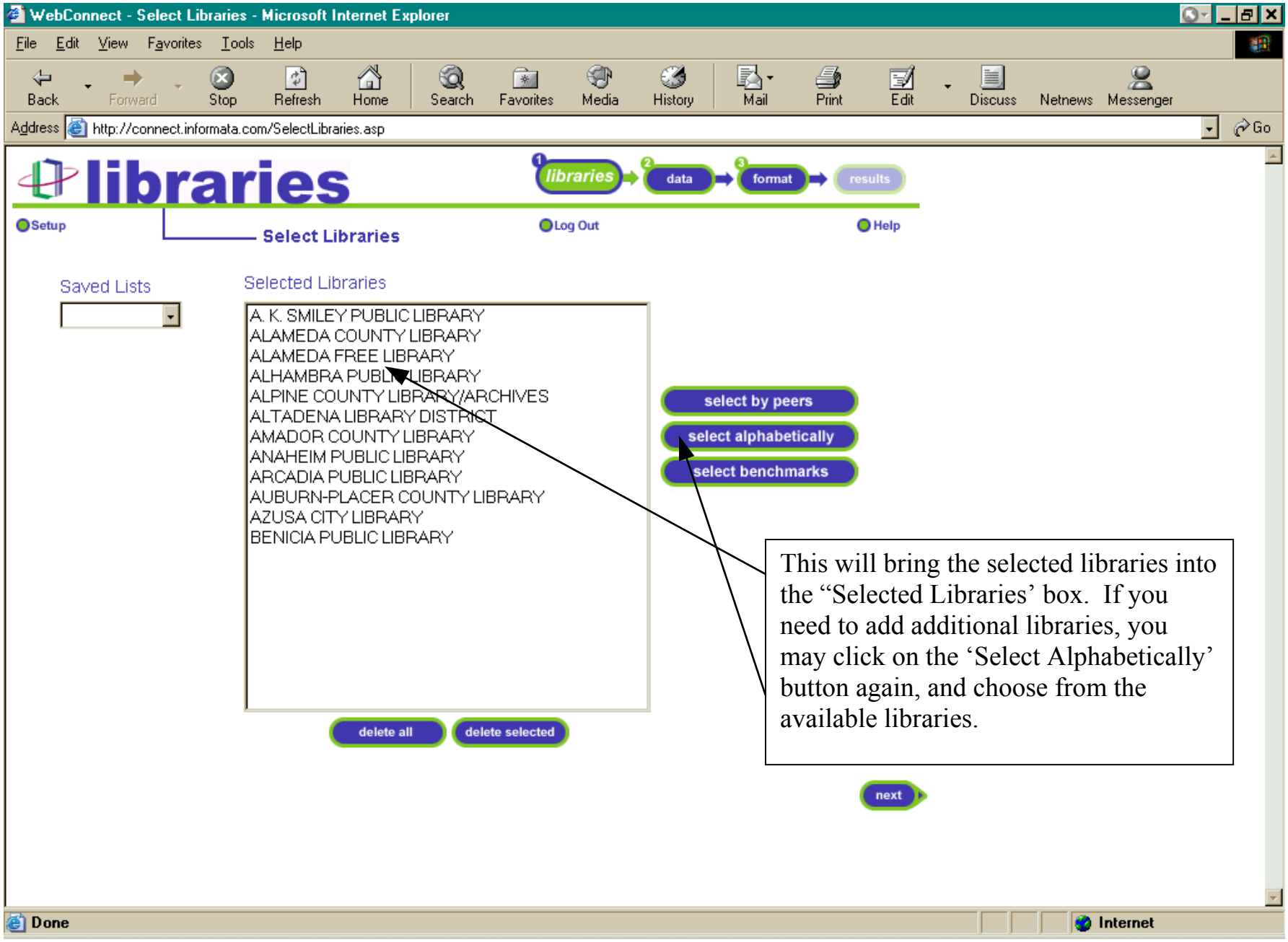
libraries
1 libraries
2 data
3 format
results
Setup
Select Libraries Alphabetically
Log Out
Help
Select State
California
Available Libraries
A. K. SMILEY PUBLIC LIBRARY
ALAMEDA COUNTY LIBRARY
ALAMEDA FREE LIBRARY
ALHAMBRA PUBLIC LIBRARY
ALPINE COUNTY LIBRARY/ARCHIVES
ALTADENA LIBRARY DISTRICT
AMADOR COUNTY LIBRARY
ANAHEIM PUBLIC LIBRARY
ARCADIA PUBLIC LIBRARY
AUBURN-PLACER COUNTY LIBRARY
AZUSA CITY LIBRARY
BANNING UNIFIED SCHOOL DISTRICT LIBRARY DIST
BEAUMONT LIBRARY DISTRICT
BELVEDERE-TIBURON LIBRARY
BENICIA PUBLIC LIBRARY
BERKELEY PUBLIC LIBRARY
Keeping your "Shift Key" held down, move your mouse to the last library in the block you want to select and click it. This will highlight the entire block.
accept highlighted libraries
cancel
Internet



You can select a block, and then hold down your "Control Key" and select individual libraries. You have selected the block A.K Smiley through Azusa and have also selected the Benicia Public Library.



After you have selected all the libraries you want to use, click on the 'Accept Highlighted Libraries' button.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Select Libraries
Log Out
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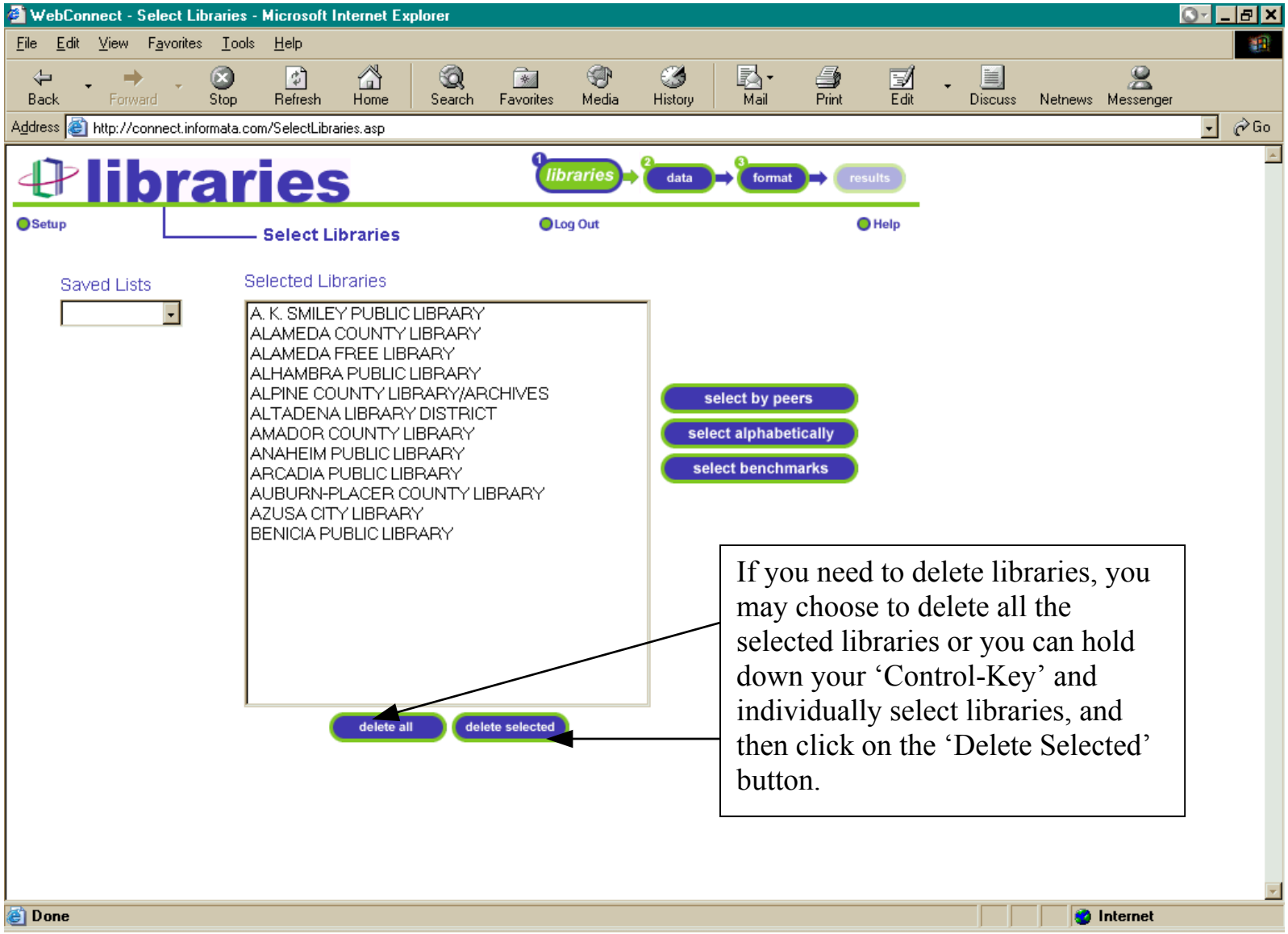
Saved Lists
Selected Libraries
A. K. SMILEY PUBLIC LIBRARY
ALAMEDA COUNTY LIBRARY
ALAMEDA FREE LIBRARY
ALHAMBRA PUBLIC LIBRARY
ALPINE COUNTY LIBRARY/ARCHIVES
ALTADENA LIBRARY DISTRICT
AMADOR COUNTY LIBRARY
ANAHEIM PUBLIC LIBRARY
ARCADIA PUBLIC LIBRARY
AUBURN-PLACER COUNTY LIBRARY
AZUSA CITY LIBRARY
BENICIA PUBLIC LIBRARY
select by peers
select alphabetically
select benchmarks
delete all
delete selected
This will bring the selected libraries into the "Selected Libraries' box. If you need to add additional libraries, you may click on the 'Select Alphabetically' button again, and choose from the available libraries.
next
Done
Internet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Saved Lists
Selected Libraries
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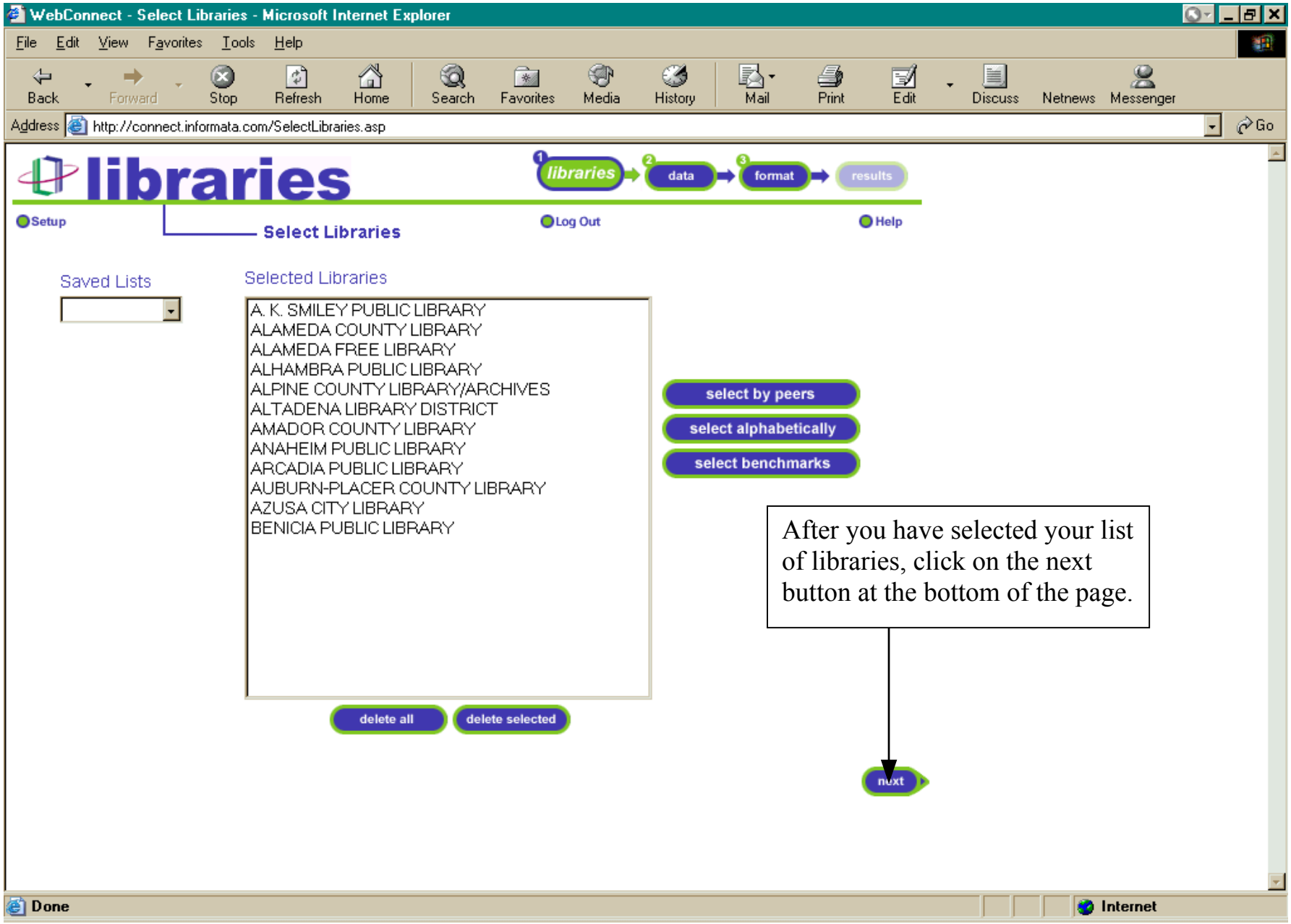
ALAMEDA COUNTY LIBRARY
ALAMEDA FREE LIBRARY
ALHAMBRA PUBLIC LIBRARY
ALPINE COUNTY LIBRARY/ARCHIVES
ALTADENA LIBRARY DISTRICT
AMADOR COUNTY LIBRARY
ANAHEIM PUBLIC LIBRARY
ARCADIA PUBLIC LIBRARY
AUBURN-PLACER COUNTY LIBRARY
AZUSA CITY LIBRARY
BENICIA PUBLIC LIBRARY
select by peers
select alphabetically
select benchmarks
delete all
delete selected
If you need to delete libraries, you may choose to delete all the selected libraries or you can hold down your 'Control-Key' and individually select libraries, and then click on the 'Delete Selected' button.
Done
Internet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Saved Lists
Selected Libraries
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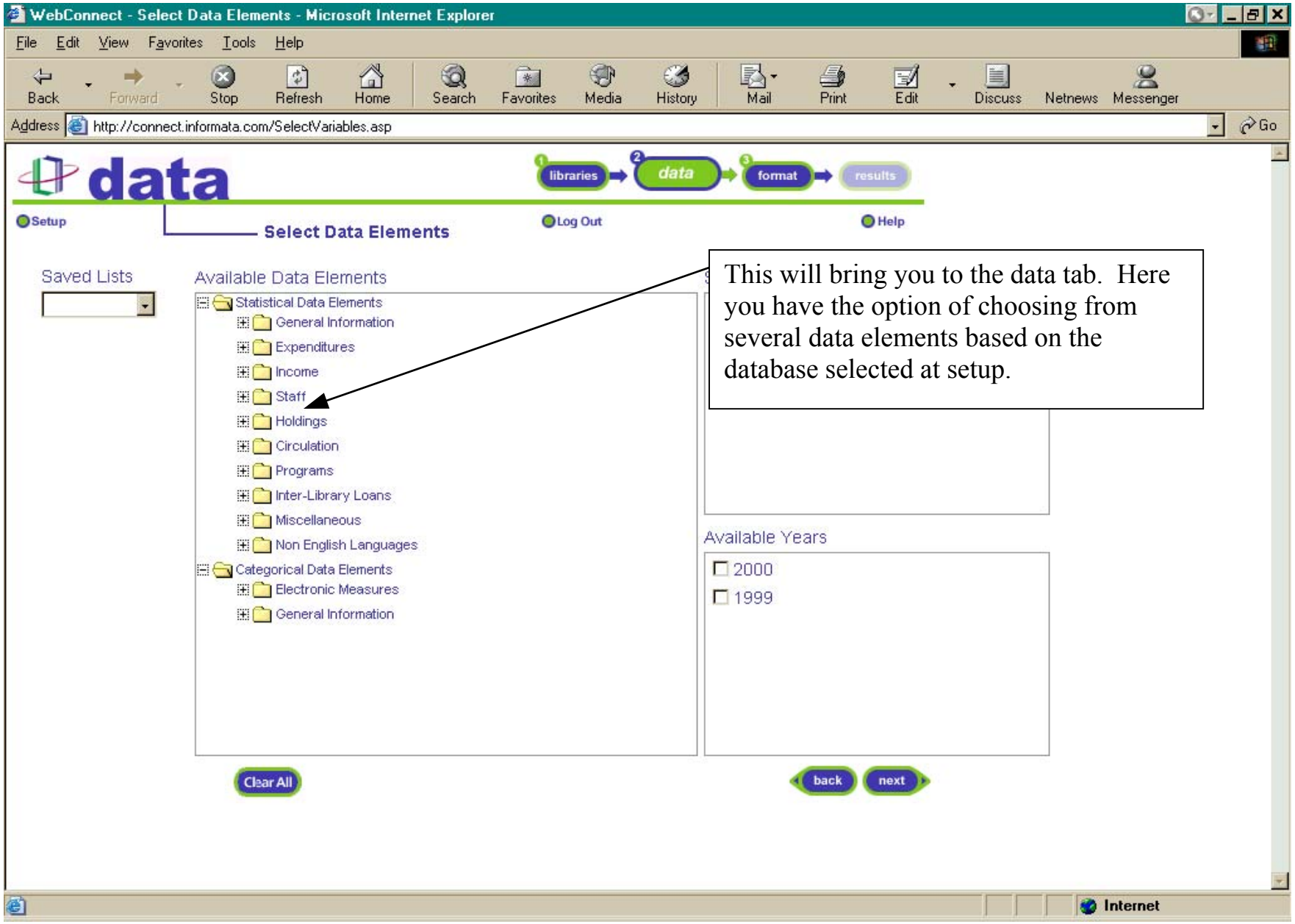
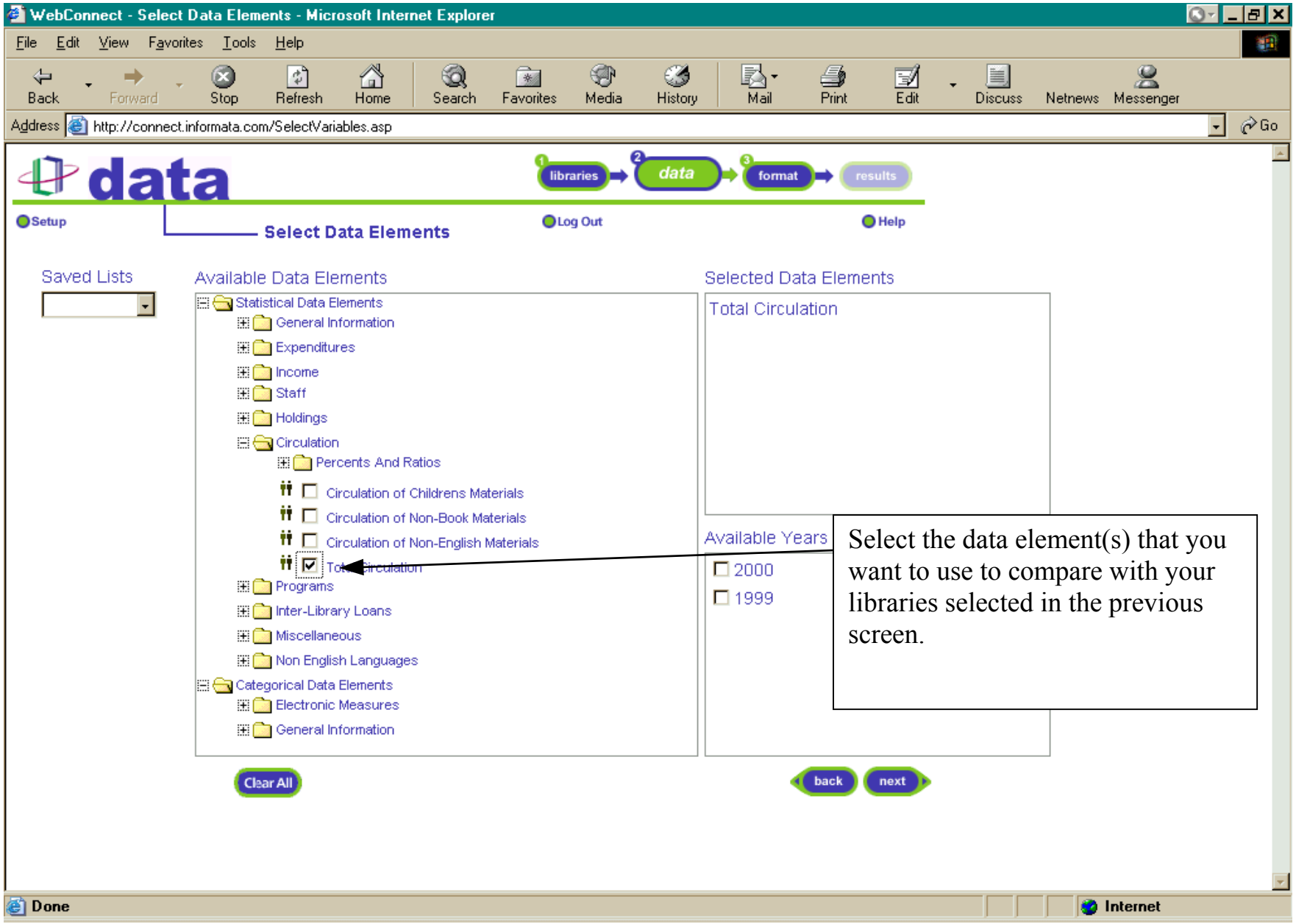
ALAMEDA COUNTY LIBRARY
ALAMEDA FREE LIBRARY
ALHAMBRA PUBLIC LIBRARY
ALPINE COUNTY LIBRARY/ARCHIVES
ALTADENA LIBRARY DISTRICT
AMADOR COUNTY LIBRARY
ANAHEIM PUBLIC LIBRARY
ARCADIA PUBLIC LIBRARY
AUBURN-PLACER COUNTY LIBRARY
AZUSA CITY LIBRARY
BENICIA PUBLIC LIBRARY
select by peers
select alphabetically
select benchmarks
delete all
delete selected
After you have selected your list of libraries, click on the next button at the bottom of the page.
next
Done
Internet



This will bring you to the data tab. Here you have the option of choosing from several data elements based on the database selected at setup.


WebConnect - Select Data Elements - Microsoft Internet Explorer
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Select Data Elements
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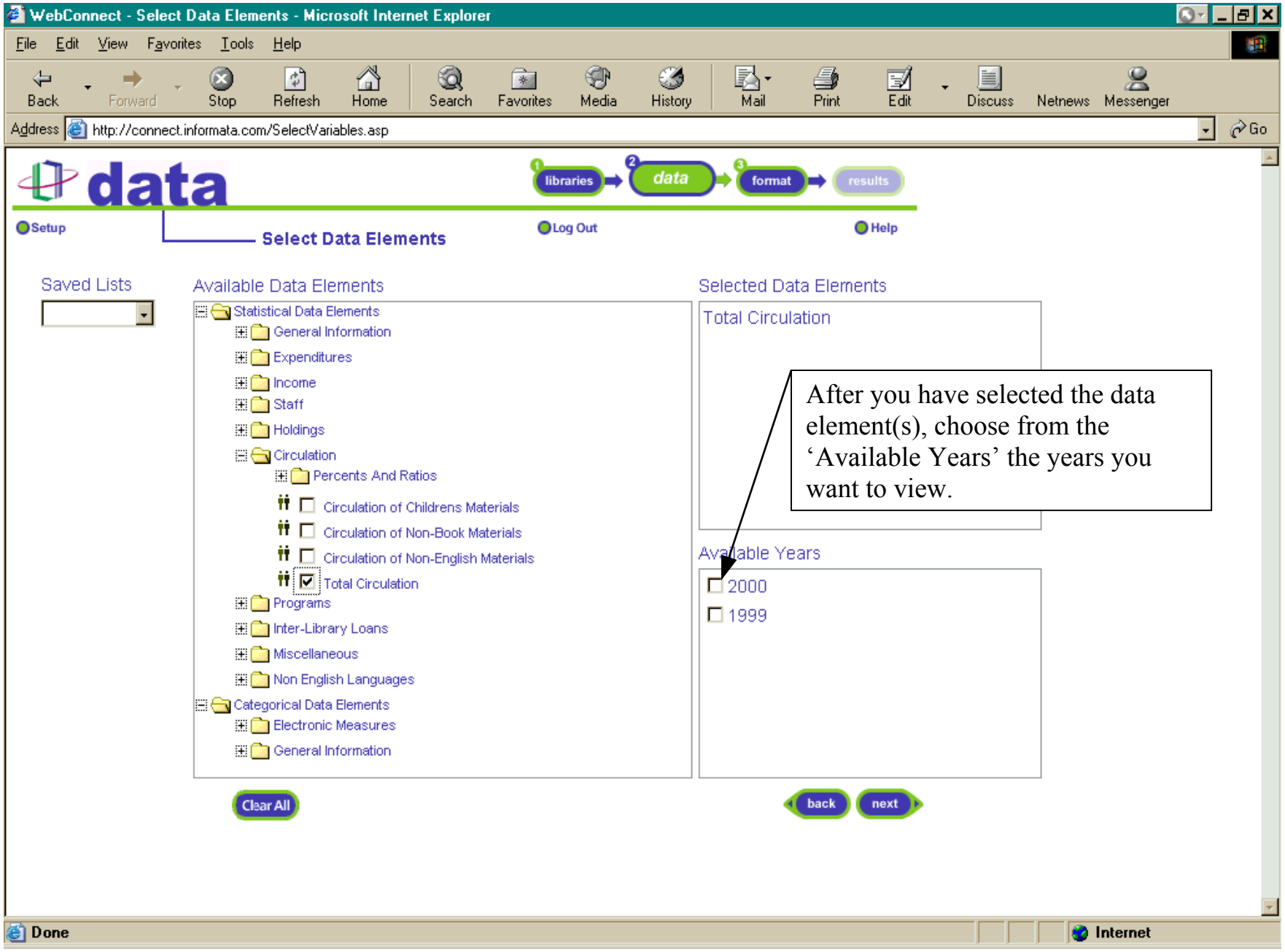
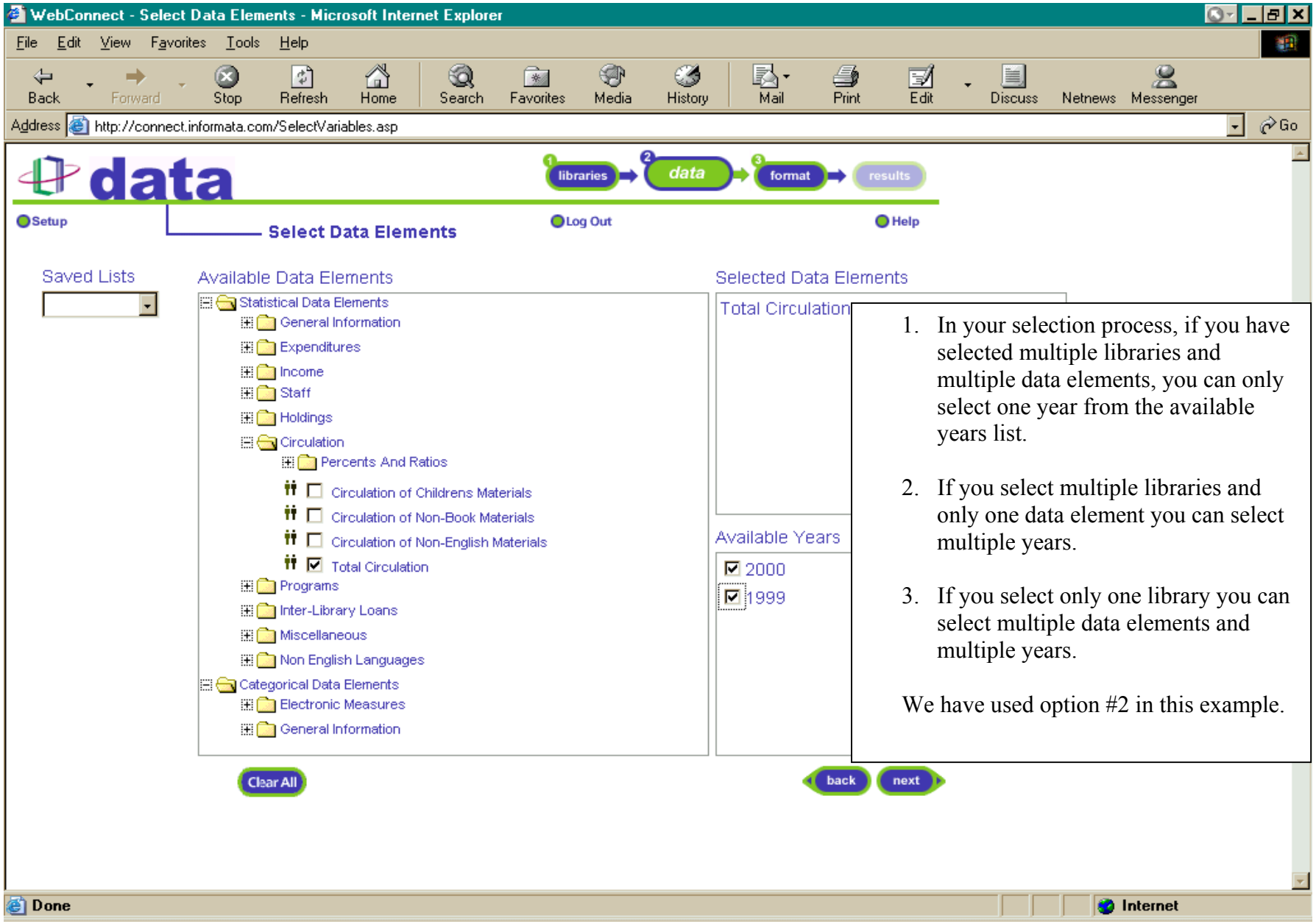
Help
Saved Lists
Available Data Elements
Statistical Data Elements
General Information
Expenditures
Income
Staff
Holdings
Circulation
Percents And Ratios
Circulation of Childrens Materials
Circulation of Non-Book Materials
Circulation of Non-English Materials
Total Circulation
Programs
Inter-Library Loans
Miscellaneous
Non English Languages
Categorical Data Elements
Electronic Measures
General Information
Selected Data Elements
Total Circulation
Available Years
2000
1999
Select the data element(s) that you want to use to compare with your libraries selected in the previous screen.
Clear All
back
next
Done
Internet



After you have selected the data element(s), choose from the 'Available Years' the years you want to view.

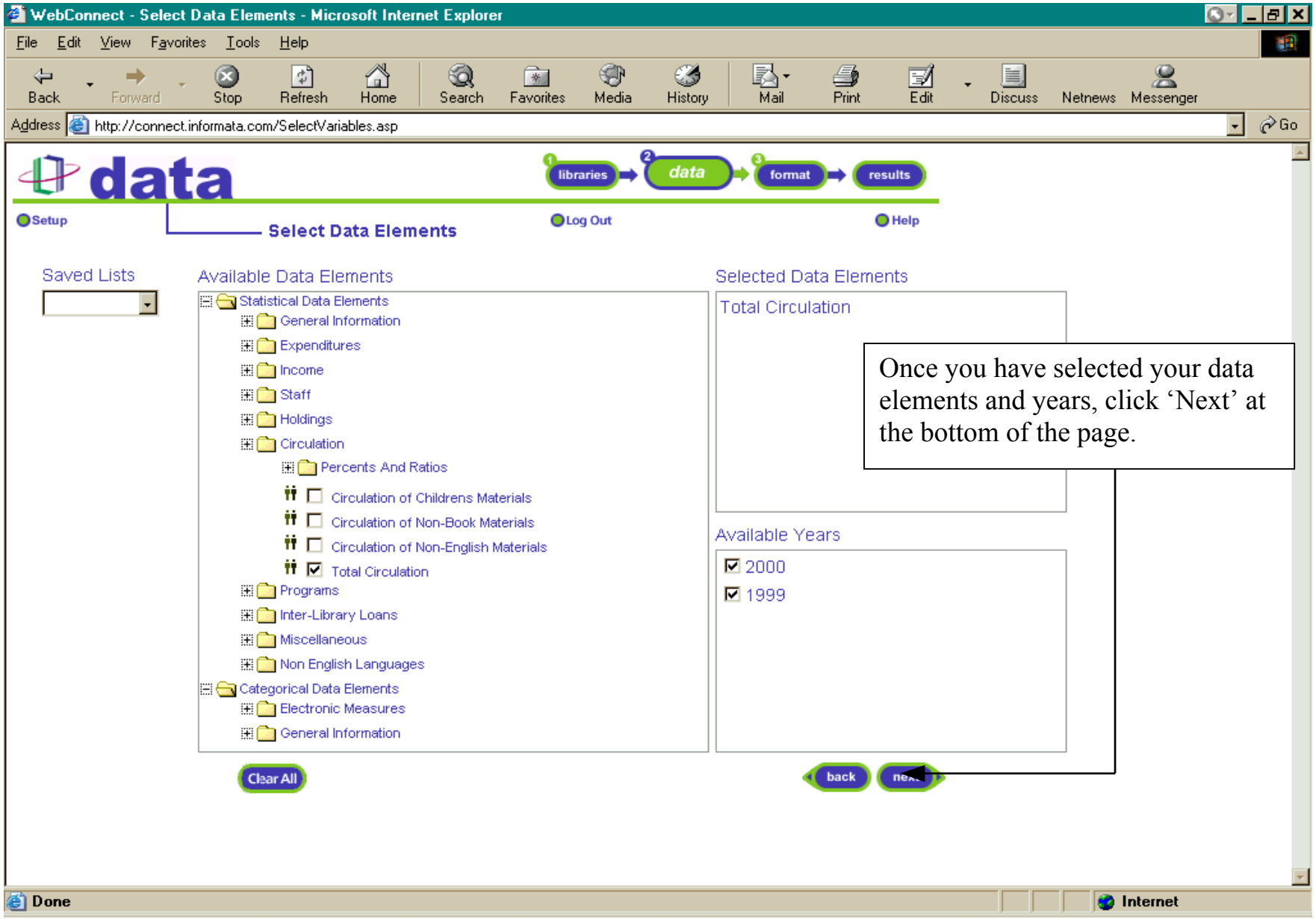


1. In your selection process, if you have selected multiple libraries and multiple data elements, you can only select one year from the available years list.

2. If you select multiple libraries and only one data element you can select multiple years.

3. If you select only one library you can select multiple data elements and multiple years.

We have used option #2 in this example.


WebConnect - Select Data Elements - Microsoft Internet Explorer
File Edit View Favorites Tools Help
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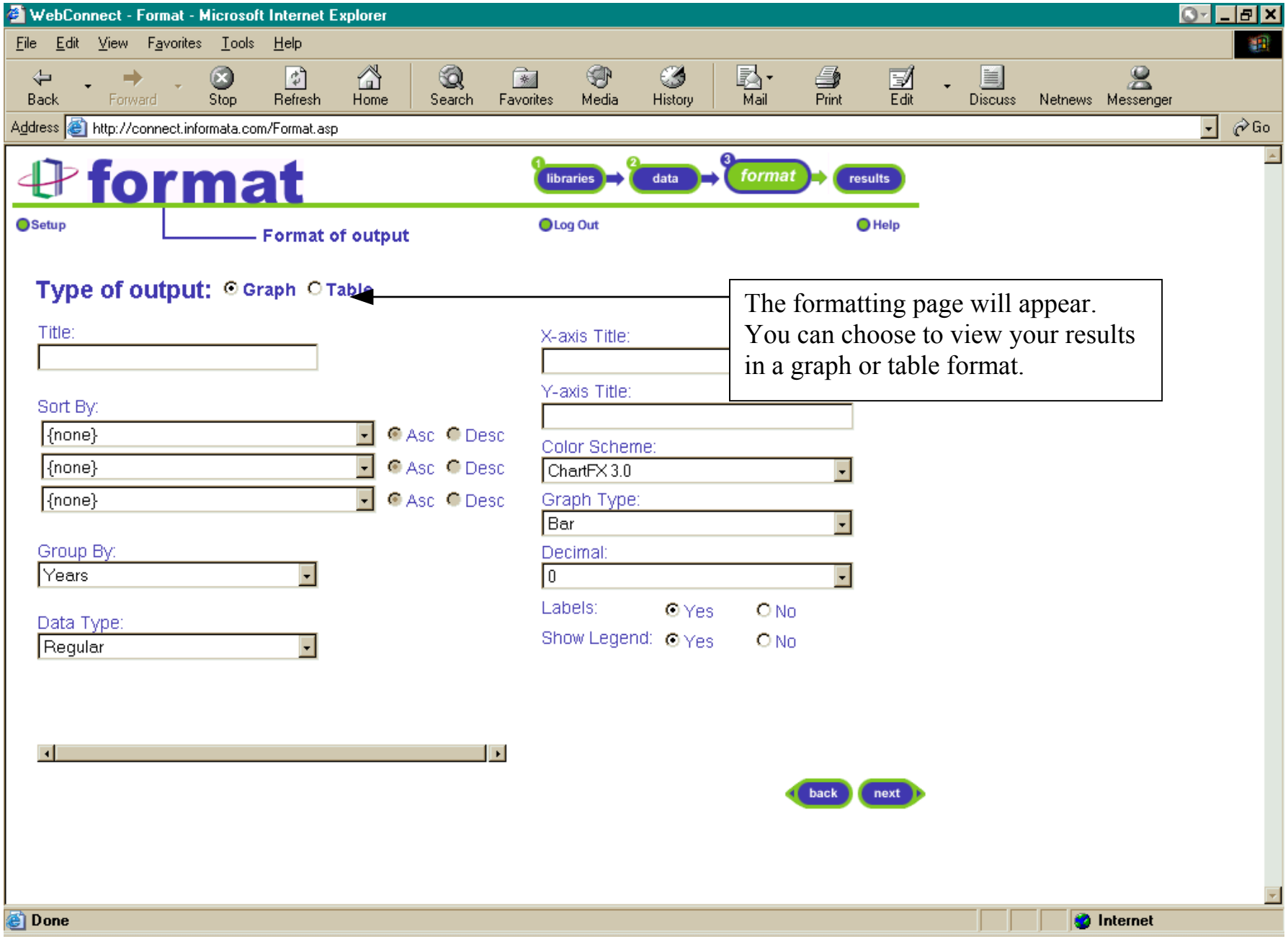
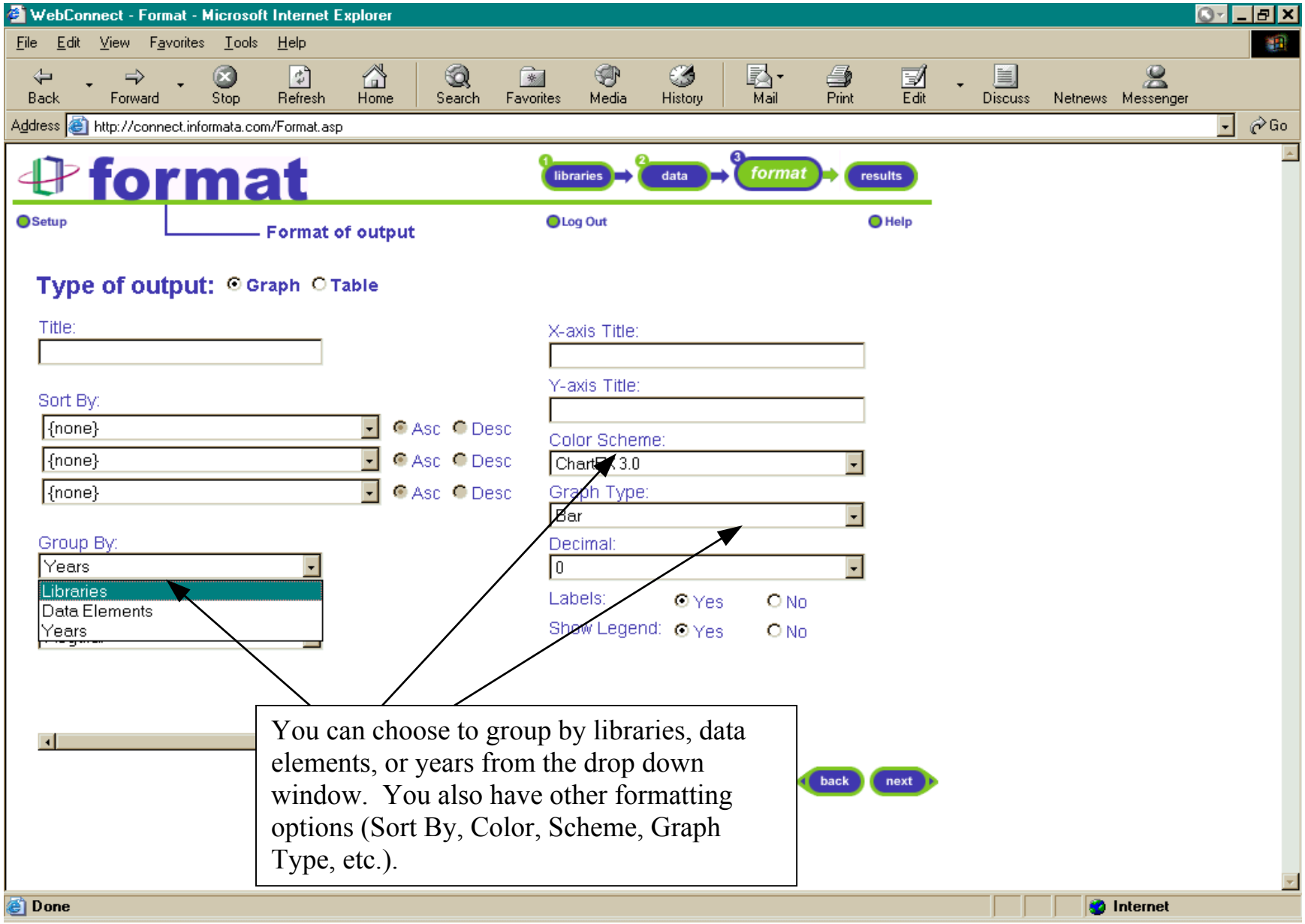
Saved Lists
Available Data Elements
Statistical Data Elements
General Information
Expenditures
Income
Staff
Holdings
Circulation
Percents And Ratios
Circulation of Childrens Materials
Circulation of Non-Book Materials
Circulation of Non-English Materials
Total Circulation
Programs
Inter-Library Loans
Miscellaneous
Non English Languages
Categorical Data Elements
Electronic Measures
General Information
Selected Data Elements
Total Circulation
Available Years
2000
1999
Clear All
back
Once you have selected your data elements and years, click 'Next' at the bottom of the page.
Done
Internet



The formatting page will appear. You can choose to view your results in a graph or table format.


WebConnect - Format - Microsoft Internet Explorer
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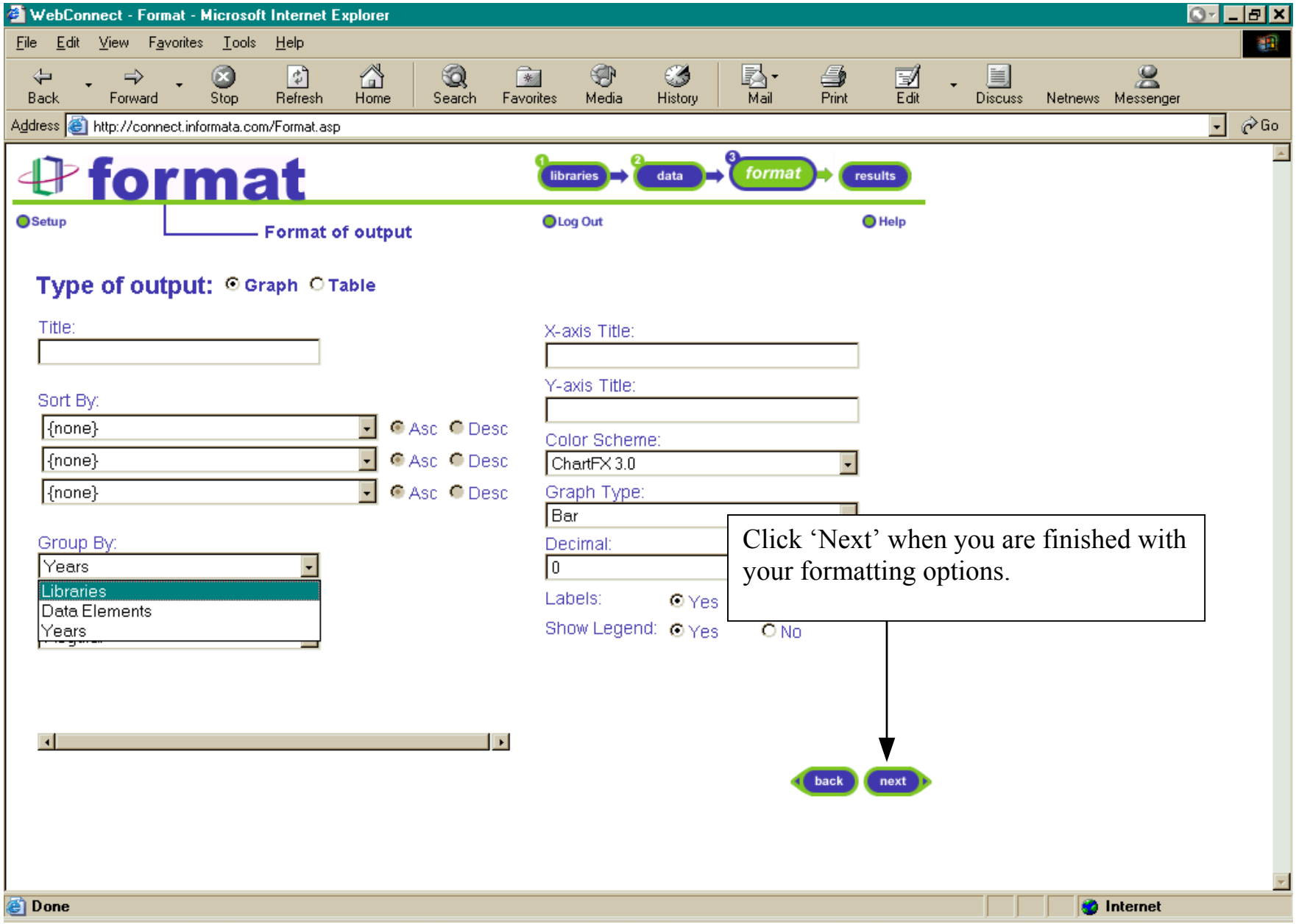
Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit Discuss Netnews Messenger
Address http://connect.informata.com/Format.asp
Go
format
1 libraries
2 data
3 format
results
Setup
Format of output
Log Out
Help
Type of output: Graph Table
Title:
X-axis Title:
Y-axis Title:
Sort By:
{none} Asc Desc
{none} Asc Desc
{none} Asc Desc
Color Scheme:
Chart FX 3.0
Graph Type:
Bar
Decimal:
0
Group By:
Years
Libraries
Data Elements
Years
Labels: Yes No
Show Legend: Yes No
back
next
You can choose to group by libraries, data elements, or years from the drop down window. You also have other formatting options (Sort By, Color, Scheme, Graph Type, etc.).
Done
Internet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data
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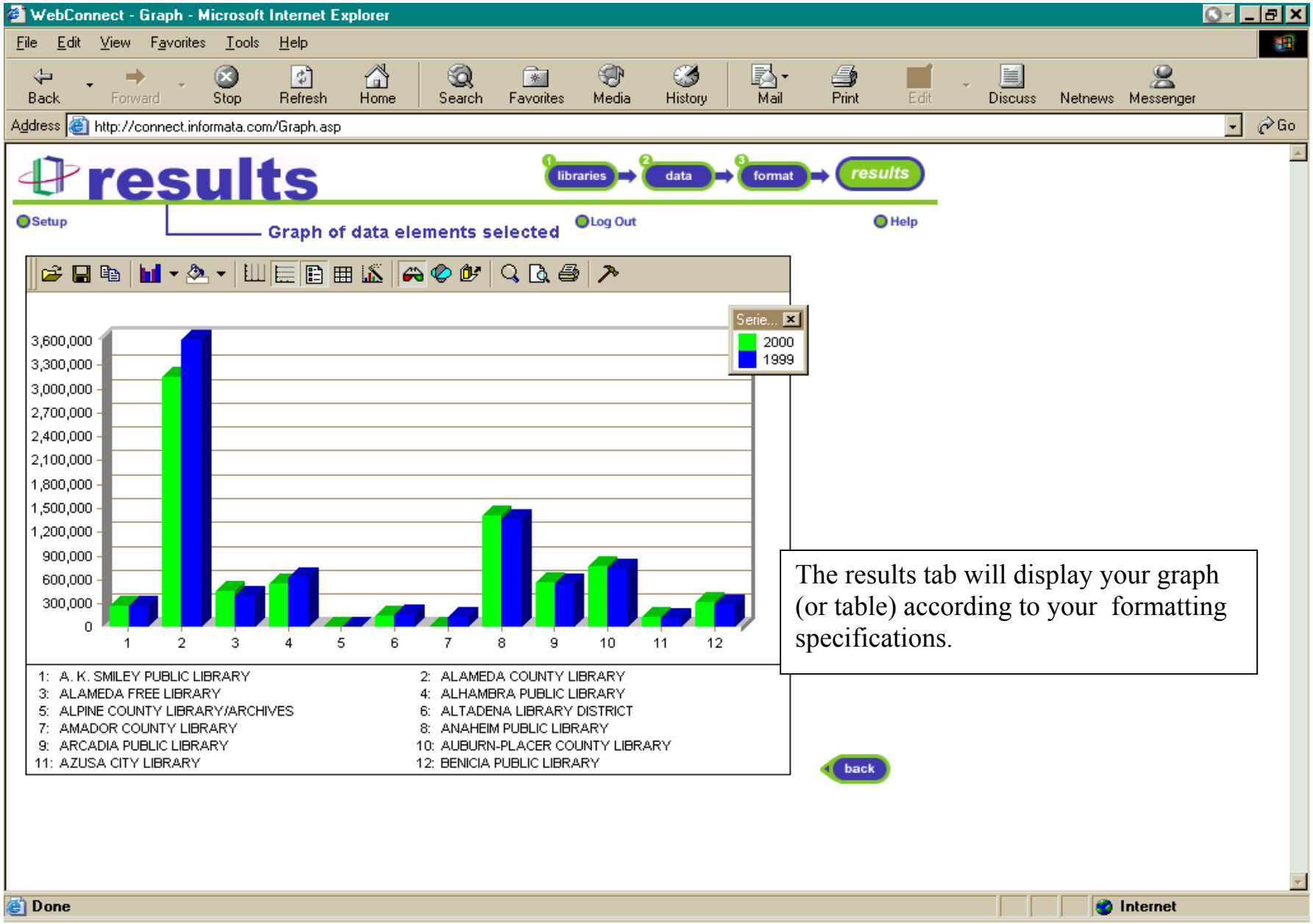
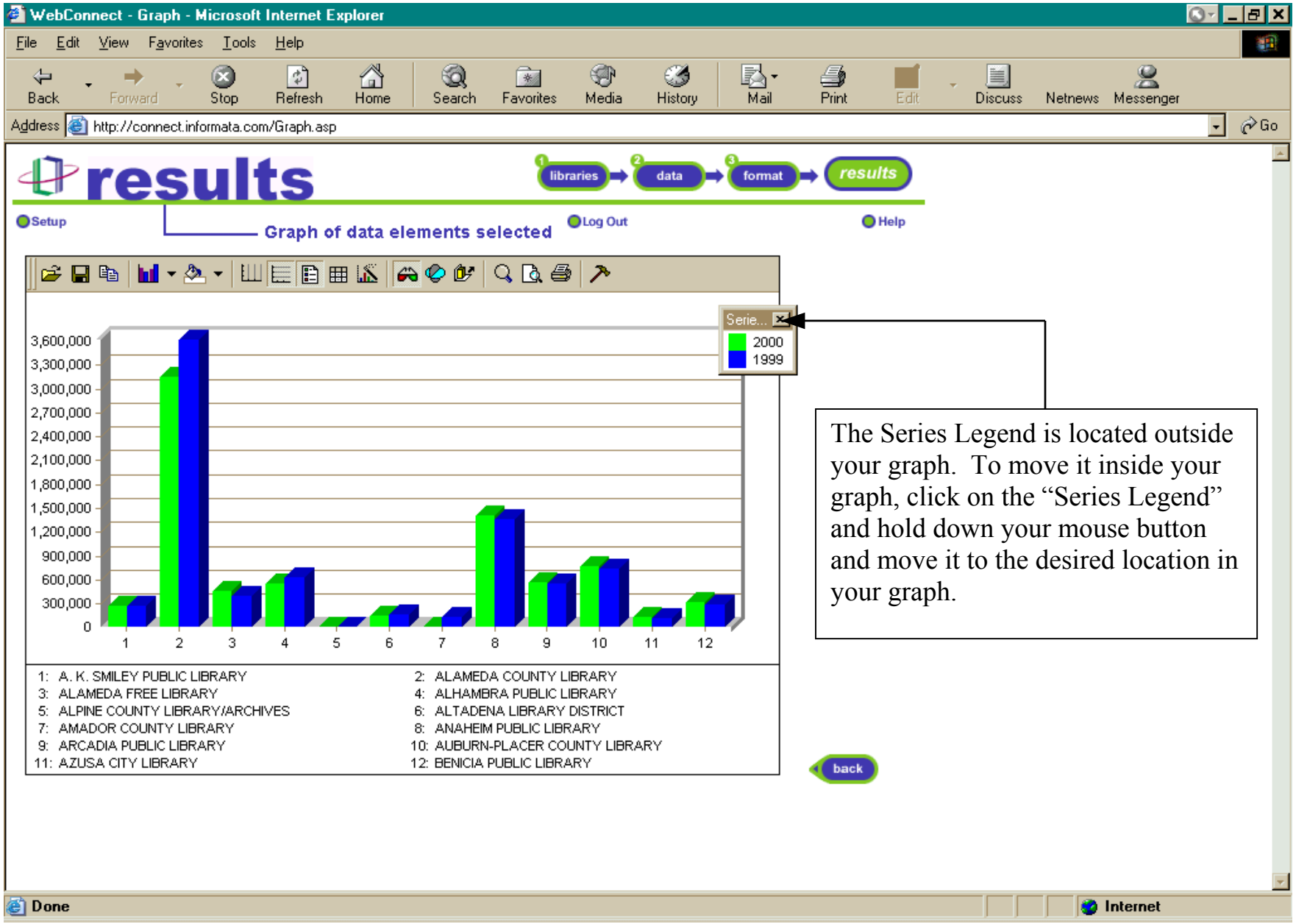
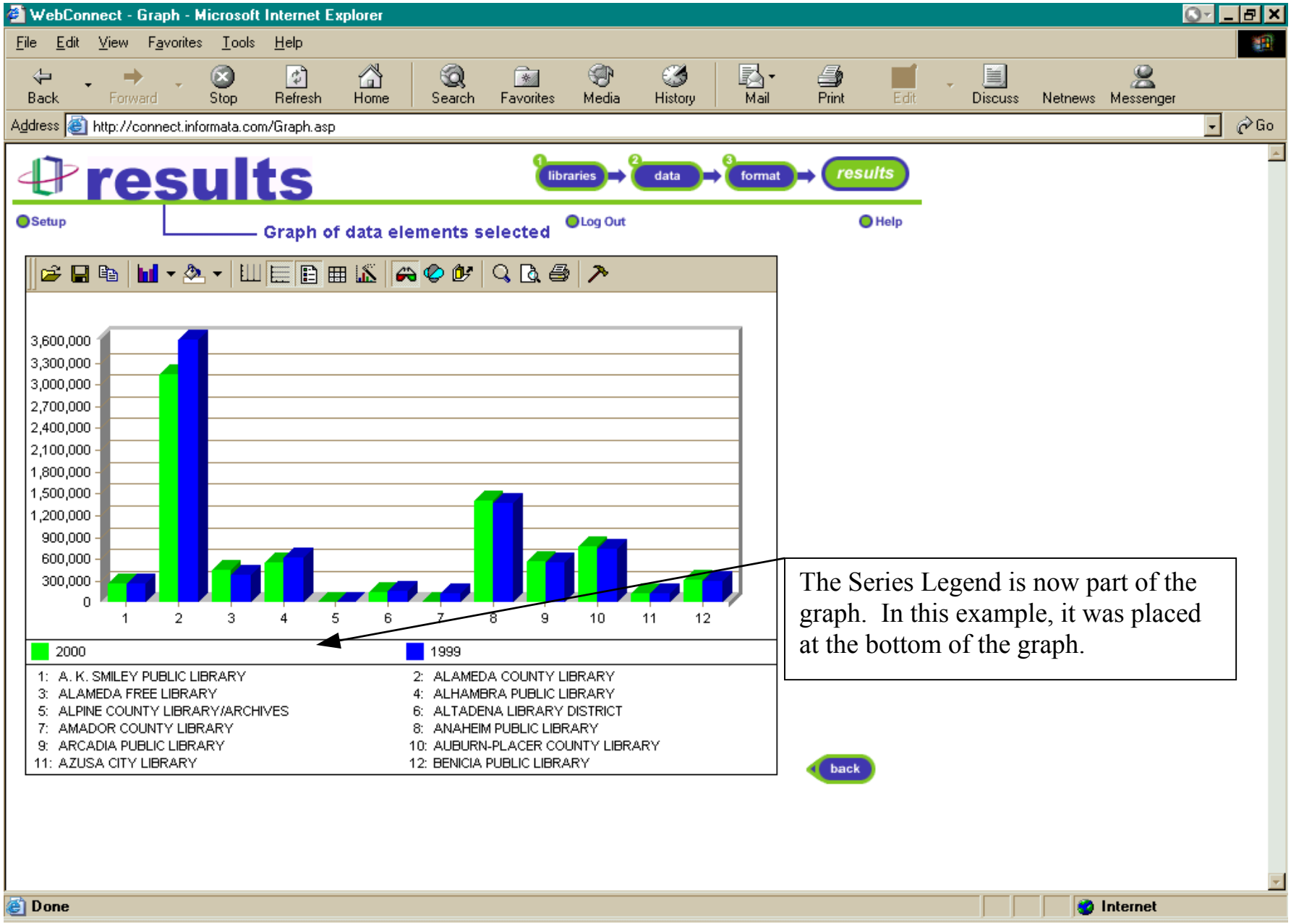
results
Setup
Format of output
Log Out
Help
Type of output: Graph Table
Title:
Sort By:
{none}
Asc Desc
{none}
Asc Desc
{none}
Asc Desc
Group By:
Years
Libraries
Data Elements
Years
X-axis Title:
Y-axis Title:
Color Scheme:
ChartFX 3.0
Graph Type:
Bar
Decimal:
0
Labels: Yes
Show Legend: Yes No
Click 'Next' when you are finished with your formatting options.
back
next
Done
Internet



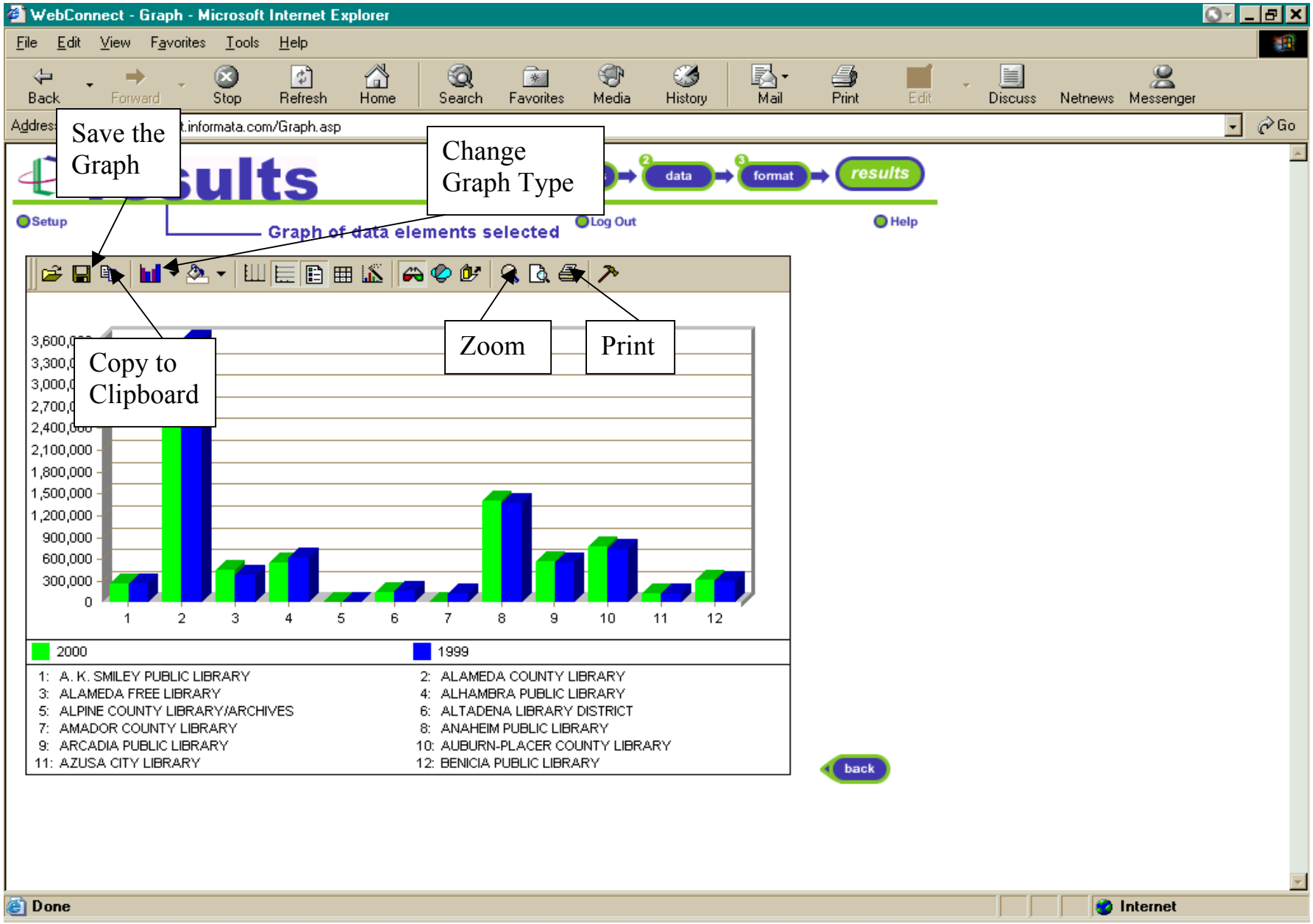
The results tab will display your graph (or table) according to your formatting specifications.



The Series Legend is located outside your graph. To move it inside your graph, click on the "Series Legend" and hold down your mouse button and move it to the desired location in your graph.



The Series Legend is now part of the graph. In this example, it was placed at the bottom of the graph.


WebConnect - Graph - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit Discuss Netnews Messenger
Go
Save the Graph
Change Graph Type
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Graph of data elements selected
Copy to Clipboard
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3,600,000
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3,000,000
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2,400,000
2,100,000
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1,200,000
900,000
600,000
300,000
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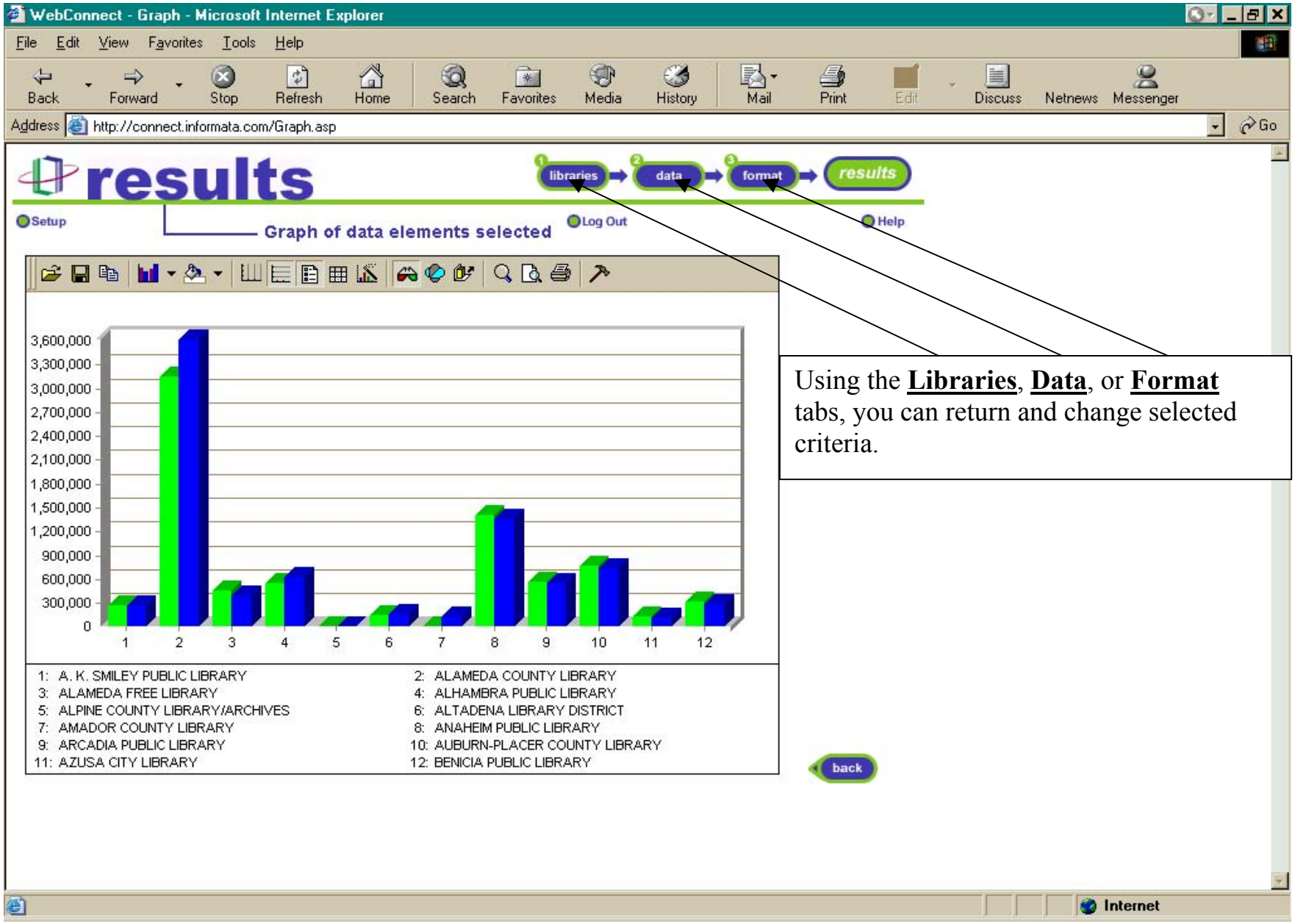
1 2 3 4 5 6 7 8 9 10 11 12
2000
1999
1: A. K. SMILEY PUBLIC LIBRARY
2: ALAMEDA COUNTY LIBRARY
3: ALAMEDA FREE LIBRARY
4: ALHAMBRA PUBLIC LIBRARY
5: ALPINE COUNTY LIBRARY/ARCHIVES
6: ALTADENA LIBRARY DISTRICT
7: AMADOR COUNTY LIBRARY
8: ANAHEIM PUBLIC LIBRARY
9: ARCADIA PUBLIC LIBRARY
10: AUBURN-PLACER COUNTY LIBRARY
11: AZUSA CITY LIBRARY
12: BENICIA PUBLIC LIBRARY
back
Done
Internet



Using the **Libraries**, **Data**, or **Format** tabs, you can return and change selected criteria.